



**DESIGN AND CONSTRUCTION  
STANDARDS MANUAL**

## TABLE of CONTENTS

---

SECTION	AREA	PAGE
	PRODUCT DEFINITION .....	13
	PURPOSE AND SCOPE .....	14
	INTRODUCTION .....	16
	PLAN REVIEW AND REQUIRED APPROVALS .....	17
	FIRE SAFETY .....	30
	AREAS / DIVISIONS .....	35
1-1.00	<b>DESIGN CRITERIA (GENERAL)</b> .....	36
1-2.00	Doors, Windows and Hardware .....	37
1-3.00	Finishes .....	40
1-4.00	Furnishings, Fixtures and Equipment .....	42
1-5.00	Special Construction (Graphics and Signs) .....	48
1-6.00	Mechanical / Plumbing .....	48
1-7.00	Electrical .....	53
2a-1.00	<b>SITE (GENERAL)</b> .....	58
2a-2.00	Finishes .....	60
2a-3.00	Special Construction (Graphics and Signs) .....	60
2a-4.00	Mechanical / Plumbing .....	61
2a-5.00	Electrical .....	61
2b-1.00	<b>CANOPY (GENERAL)</b> .....	62
2b-2.00	Finishes .....	62
2b-3.00	Special Construction (Graphics and Signs) .....	62
2b-4.00	Electrical .....	62

## TABLE of CONTENTS

---

SECTION	AREA	PAGE
3a-1.00	<b>PAVILION / VESTIBULE (GENERAL)</b> .....	64
3a-2.00	Doors, Windows and Hardware .....	64
3a-3.00	Finishes .....	64
3a-4.00	Furnishings, Fixtures and Equipment .....	65
3a-5.00	Mechanical / Plumbing .....	65
3a-6.00	Electrical .....	65
3b-1.00	<b>REGISTRATION AREA (GENERAL)</b> .....	66
3b-2.00	Finishes .....	66
3b-3.00	Furnishings, Fixtures and Equipment .....	66
3b-4.00	Mechanical / Plumbing .....	67
3b-5.00	Electrical .....	67
3c-1.00	<b>TV LOUNGE (GENERAL)</b> .....	68
3c-2.00	Finishes .....	68
3c-3.00	Furnishings, Fixtures and Equipment .....	68
3c-4.00	Special Construction .....	69
3c-5.00	Mechanical / Plumbing .....	69
3c-6.00	Electrical .....	69
4-1.00	<b>PAVILION PANTRY (GENERAL)</b> .....	70
4-2.00	Finishes .....	70
4-3.00	Furnishings, Fixtures and Equipment .....	70
4-4.00	Special Construction .....	71
4-5.00	Mechanical / Plumbing .....	71
4-6.00	Electrical .....	71

## TABLE of CONTENTS

---

SECTION	AREA	PAGE
5a-1.00	<b>RESTAURANT (GENERAL)</b> .....	74
5a-2.00	Finishes .....	75
5a-3.00	Furnishings, Fixtures and Equipment .....	75
5a-4.00	Mechanical / Plumbing .....	75
5a-5.00	Electrical .....	76
5b-1.00	<b>BAR (GENERAL)</b> .....	77
5b-2.00	Finishes .....	77
5b-3.00	Furnishings, Fixtures and Equipment .....	77
5b-4.00	Mechanical / Plumbing .....	78
5b-5.00	Electrical .....	78
6-1.00	<b>PUBLIC RESTROOMS (GENERAL)</b> .....	79
6-2.00	Doors, Windows and Hardware .....	79
6-3.00	Finishes .....	80
6-4.00	Furnishings, Fixtures and Equipment .....	81
6-5.00	Special Construction (Graphics and Signs) .....	81
6-6.00	Mechanical / Plumbing .....	82
6-7.00	Electrical .....	82
7a-1.00	<b>MEETING ROOMS (GENERAL)</b> .....	84
7a-2.00	Doors, Windows and Hardware .....	85
7a-3.00	Finishes .....	85
7a-4.00	Furnishings, Fixtures and Equipment .....	86
7a-5.00	Special Construction (Graphics and Signs) .....	86
7a-6.00	Mechanical / Plumbing .....	86
7a-7.00	Electrical .....	86

## TABLE of CONTENTS

---

SECTION	AREA	PAGE
7b-1.00	<b>BOARDROOMS (GENERAL)</b> .....	88
7b-2.00	Doors, Windows and Hardware .....	88
7b-3.00	Finishes .....	88
7b-4.00	Furnishings, Fixtures and Equipment .....	89
7b-5.00	Special Construction (Graphics and Signs) .....	89
7b-6.00	Mechanical / Plumbing .....	89
7b-7.00	Electrical .....	89
7c-1.00	<b>PRE-FUNCTION (GENERAL)</b> .....	91
7c-2.00	Doors, Windows and Hardware .....	91
7c-3.00	Finishes .....	91
7c-4.00	Furnishings, Fixtures and Equipment .....	91
7c-5.00	Special Construction (Graphics and Signs) .....	91
7c-6.00	Mechanical / Plumbing .....	92
7c-7.00	Electrical .....	92
7d-1.00	<b>MEETING ROOM STORAGE (GENERAL)</b> .....	93
7d-2.00	Doors, Windows and Hardware .....	93
7d-3.00	Finishes .....	93
7d-4.00	Electrical .....	93
8-1.00	<b>BUSINESS CENTER (GENERAL)</b> .....	94
8-2.00	Doors, Windows and Hardware .....	94
8-3.00	Finishes .....	94
8-4.00	Furnishings, Fixtures and Equipment .....	94
8-5.00	Special Construction (Graphics and Signs) .....	95
8-6.00	Mechanical / Plumbing .....	95
8-7.00	Electrical .....	95

## TABLE of CONTENTS

---

SECTION	AREA	PAGE
9a-1.00	<b>SWIMMING POOL / WHIRLPOOL (GENERAL)</b> .....	97
9a-2.00	Doors, Windows and Hardware .....	98
9a-3.00	Finishes .....	99
9a-4.00	Furnishings, Fixtures and Equipment .....	100
9a-5.00	Special Construction (Graphics and Signs) .....	101
9a-6.00	Mechanical / Plumbing .....	102
9a-7.00	Electrical .....	103
9b-1.00	<b>POOL / EXERCISE ROOM TOILET (GENERAL)</b> .....	105
9b-2.00	Doors, Windows and Hardware .....	105
9b-3.00	Finishes .....	105
9b-4.00	Special Construction (Graphics and Signs) .....	106
9b-5.00	Mechanical / Plumbing .....	106
9c-1.00	<b>EXERCISE ROOM (GENERAL)</b> .....	107
10a-1.00	<b>TYPICAL GUESTROOM (GENERAL)</b> .....	109
10a-2.00	Doors, Windows and Hardware .....	110
10a-3.00	Finishes .....	113
10a-4.00	Furnishings, Fixtures and Equipment .....	114
10a-5.00	Special Construction (Graphics and Signs) .....	120
10a-6.00	Mechanical / Plumbing .....	120
10a-7.00	Electrical .....	121
10b-1.00	<b>GUESTROOM BATHROOM (GENERAL)</b> .....	123
10b-2.00	Doors, Windows and Hardware .....	124
10b-3.00	Finishes .....	125
10b-4.00	Furnishings, Fixtures and Equipment .....	127
10b-5.00	Mechanical / Plumbing .....	127
10b-6.00	Electrical .....	129

## TABLE of CONTENTS

---

SECTION	AREA	PAGE
10c-1.00	<b>ACCESSIBLE BATHROOMS (GENERAL)</b> .....	131
10c-2.00	Doors, Windows and Hardware .....	132
10c-3.00	Finishes .....	132
10c-4.00	Furnishings, Fixtures and Equipment .....	133
10c-5.00	Special Construction (Graphics and Signs) .....	133
10c-6.00	Mechanical / Plumbing .....	133
10c-7.00	Electrical .....	134
11a-1.00	<b>SIDE BY SIDE SUITE (GENERAL)</b> .....	136
11a-2.00	Doors, Windows and Hardware .....	136
11a-3.00	Finishes .....	136
11a-4.00	Furnishings, Fixtures and Equipment .....	137
11a-5.00	Special Construction (Graphics and Signs) .....	138
11a-6.00	Mechanical / Plumbing .....	138
11a-7.00	Electrical .....	138
11b-1.00	<b>TYPICAL SUITE (GENERAL)</b> .....	139
11b-2.00	Doors, Windows and Hardware .....	140
11b-3.00	Finishes .....	141
11b-4.00	Furnishings, Fixtures and Equipment .....	141
11b-5.00	Special Construction (Graphics and Signs) .....	143
11b-6.00	Mechanical / Plumbing .....	143
11b-7.00	Electrical .....	144
12a-1.00	<b>GUESTROOM CORRIDORS (GENERAL)</b> .....	146
12a-2.00	Doors, Windows and Hardware .....	146
12a-3.00	Finishes .....	147
12a-4.00	Furnishings, Fixtures and Equipment .....	147
12a-5.00	Special Construction (Graphics and Signs) .....	148
12a-6.00	Mechanical / Plumbing .....	148
12a-7.00	Electrical .....	148

## TABLE of CONTENTS

---

SECTION	AREA	PAGE
12b-1.00	<b>VENDING ROOM (GENERAL)</b> .....	150
12b-2.00	Doors, Windows and Hardware .....	150
12b-3.00	Finishes .....	150
12b-4.00	Furnishings, Fixtures and Equipment .....	150
12b-5.00	Special Construction (Graphics and Signs) .....	150
12b-6.00	Mechanical / Plumbing .....	151
12b-7.00	Electrical .....	151
12c-1.00	<b>LINEN ROOM (GENERAL)</b> .....	152
12c-2.00	Doors, Windows and Hardware .....	152
12c-3.00	Finishes .....	152
12c-4.00	Furnishings, Fixtures and Equipment .....	152
12c-5.00	Electrical .....	152
12d-1.00	<b>GUEST LAUNDRY (GENERAL)</b> .....	153
12d-2.00	Doors, Windows and Hardware .....	153
12d-3.00	Finishes .....	153
12d-4.00	Furnishings, Fixtures and Equipment .....	153
12d-5.00	Special Construction (Graphics and Signs) .....	153
12d-6.00	Mechanical / Plumbing .....	153
12d-7.00	Electrical .....	154
12e-1.00	<b>MECHANICAL / ELECTRICAL CLOSETS (GENERAL)</b> .....	155
12e-2.00	Doors, Windows and Hardware .....	155
12e-3.00	Finishes .....	155
12e-4.00	Mechanical / Plumbing .....	155
12e-5.00	Electrical .....	155

## TABLE of CONTENTS

---

SECTION	AREA	PAGE
13-1.00	<b>ADMINISTRATIVE OFFICE (GENERAL)</b> .....	156
13-2.00	Doors, Windows and Hardware .....	156
13-3.00	Finishes .....	156
13-4.00	Furnishings, Fixtures and Equipment .....	156
13-5.00	Mechanical / Plumbing .....	156
13-6.00	Electrical .....	156
14-1.00	<b>EMPLOYEE BREAKROOM (GENERAL)</b> .....	158
14-2.00	Doors, Windows and Hardware .....	158
14-3.00	Finishes .....	158
14-4.00	Furnishings, Fixtures and Equipment .....	158
14-5.00	Mechanical / Plumbing .....	158
14-6.00	Electrical .....	158
15-1.00	<b>EMPLOYEE LOCKERS / TOILETS (GENERAL)</b> .....	159
15-2.00	Doors, Windows and Hardware .....	159
15-3.00	Finishes .....	159
15-4.00	Furnishings, Fixtures and Equipment .....	160
15-5.00	Special Construction (Graphics and Signs) .....	160
15-6.00	Mechanical / Plumbing .....	160
15-7.00	Electrical .....	160
16-1.00	<b>KITCHEN (GENERAL)</b> .....	161
16-2.00	Doors, Windows and Hardware .....	161
16-3.00	Finishes .....	161
16-4.00	Furnishings, Fixtures and Equipment .....	162
16-5.00	Special Construction (Graphics and Signs) .....	162
16-6.00	Mechanical / Plumbing .....	162
16-7.00	Electrical .....	162

## TABLE of CONTENTS

---

SECTION	AREA	PAGE
17-1.00	<b>LAUNDRY (GENERAL)</b> .....	163
17-2.00	Doors, Windows and Hardware .....	163
17-3.00	Finishes .....	163
17-4.00	Furnishings, Fixtures and Equipment .....	163
17-5.00	Mechanical / Plumbing .....	163
17-6.00	Electrical .....	164
18-1.00	<b>HOUSEKEEPING (GENERAL)</b> .....	165
18-2.00	Doors, Windows and Hardware .....	165
18-3.00	Finishes .....	165
18-4.00	Furnishings, Fixtures and Equipment .....	165
18-5.00	Mechanical / Plumbing .....	165
18-6.00	Electrical .....	165
19-1.00	<b>ENGINEERING (GENERAL)</b> .....	166
19-2.00	Doors, Windows and Hardware .....	166
19-3.00	Finishes .....	166
19-4.00	Furnishings, Fixtures and Equipment .....	166
19-5.00	Mechanical / Plumbing .....	166
19-6.00	Electrical .....	166
20-1.00	<b>GENERAL STORAGE (GENERAL)</b> .....	167
20-2.00	Doors, Windows and Hardware .....	167
20-3.00	Finishes .....	167
20-4.00	Mechanical / Plumbing .....	167
20-5.00	Electrical .....	167
21-1.00	<b>SERVICE CORRIDOR (GENERAL)</b> .....	168
21-2.00	Finishes .....	168
21-3.00	Mechanical / Plumbing .....	168
21-4.00	Electrical .....	168

## TABLE of CONTENTS

---

SECTION	AREA	PAGE
22-1.00	<b>EXTERIOR RECEIVING AREA (GENERAL)</b> .....	169
22-2.00	Doors, Windows and Hardware .....	169
22-3.00	Finishes .....	169
22-4.00	Mechanical / Plumbing .....	169
22-5.00	Electrical .....	170
23a-1.00	<b>TRASH COMPACTOR / CONTAINER (GENERAL)</b> .....	172
23a-2.00	Doors, Windows and Hardware .....	172
23a-3.00	Furnishings, Fixtures and Equipment .....	172
23a-4.00	Mechanical / Plumbing .....	172
23a-5.00	Electrical .....	172
23b-1.00	<b>REFRIGERATED TRASH ROOM (OPTIONAL) (GENERAL)</b> .....	173
23b-2.00	Doors, Windows and Hardware .....	173
23b-3.00	Finishes .....	173
23b-4.00	Mechanical / Plumbing .....	173
23b-5.00	Electrical .....	173
23c-1.00	<b>RECYCLABLE STORAGE ROOM (OPTIONAL) (GENERAL)</b> .....	174
23c-2.00	Doors, Windows and Hardware .....	174
23c-3.00	Finishes .....	174
23c-4.00	Furnishings, Fixtures and Equipment .....	174
23c-5.00	Special Construction (Graphics and Signs) .....	174
23c-6.00	Mechanical / Plumbing .....	174
23c-7.00	Electrical .....	174

## TABLE of CONTENTS

---

SECTION	AREA	PAGE
23d-1.00	<b>CAN WASH FACILITIES (GENERAL)</b> .....	175
23d-2.00	Doors, Windows and Hardware .....	175
23d-3.00	Finishes .....	175
23d-4.00	Furnishings, Fixtures and Equipment .....	175
23d-5.00	Mechanical / Plumbing .....	175
23d-6.00	Electrical .....	175
24-1.00	<b>ELEVATORS (GENERAL)</b> .....	177
24-2.00	Doors, Windows and Hardware .....	177
24-3.00	Finishes .....	178
24-4.00	Furnishings, Fixtures and Equipment .....	178
24-5.00	Special Construction (Graphics and Signs) .....	178
24-6.00	Mechanical / Plumbing .....	178
24-7.00	Electrical .....	178
25-1.00	<b>EXIT STAIRS (GENERAL)</b> .....	180
25-2.00	Doors, Windows and Hardware .....	180
25-3.00	Finishes .....	180
25-4.00	Special Construction (Graphics and Signs) .....	181
25-5.00	Electrical .....	181
26-1.00	<b>MECHANICAL ROOM (GENERAL)</b> .....	182
26-2.00	Doors, Windows and Hardware .....	182
26-3.00	Finishes .....	182
26-4.00	Mechanical / Plumbing .....	182
26-5.00	Electrical .....	182

## TABLE of CONTENTS

---

SECTION	AREA	PAGE
27-1.00	<b>ELECTRICAL ROOM (GENERAL)</b> .....	183
27-2.00	Doors, Windows and Hardware .....	183
27-3.00	Finishes .....	183
27-4.00	Mechanical / Plumbing .....	183
27-5.00	Electrical .....	183
	DOCUMENT OF DIFFERENTIATION .....	184

## **PRODUCT DEFINITION**

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### **Concept:**

Hilton Garden Inn hotels are a mid-priced product line with food & beverage targeted to today's growing segment of middle-market business and leisure travelers.

### **Basic Description:**

Hilton Garden Inn hotels offer practical amenities and services in an atmosphere with a strong business orientation. A distinguishing feature of each newly constructed Hilton Garden Inn hotel is a glass-walled pavilion, which houses the registration, restaurant and common areas. As the name suggests, each Hilton Garden Inn hotel also is beautifully landscaped.

### **Hotel Size:**

Range from 100 to 350 guestrooms. Most will offer 125-175 rooms.

### **Pavilion Features:**

- Signature glass-walled structure supporting a cupola with 30-foot ceilings that contain the reception and public areas of the Hilton Garden Inn hotel
- Front desk reception
- Retail market, known as Pavilion Pantry™ with selection of microwaveable packaged, refrigerated and frozen food items; assortment of beverages, snacks and sundries
- Casual restaurant serving hot breakfast, lunch, dinner and room service at most Hilton Garden Inn hotels
- Lounge area with specialty casework containing built-in television and double-sided fireplace with raised hearth

### **Other Hotel Features:**

- Business center featuring a minimum of 2 personal computers, one laptop station, printer, photocopy and fax machine capabilities free of charge
- One or more meeting rooms (depending on local needs) with outdoor patio
- Swimming pool (indoor or outdoor, depending on local climate)
- Whirlpool spa
- Exercise room
- Self-service guest laundry

### **Room Amenities:**

- Spacious work desk
- Adjustable lighting
- Electrical outlet and RJ45 high speed internet access jack at desk height as well as wireless High Speed Internet Access
- Two telephones with voicemail, data ports and speaker phone
- Adjustable "Herman Miller "MIRRA®" desk chair at the desk.
- "Hospitality Center," including:
  - Coffee maker and complimentary coffee
  - Microwave oven
  - Small refrigerator
- Sitting area with easy chair and ottoman
- 32" LCD flat panel televisions
- Electronic locks and life safety system

## PURPOSE AND SCOPE

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### Overview

The following Hilton Garden Inn Design and Construction Standards, in conjunction with the Prototype Drawings represent the minimum requirements established for design of a Hilton Garden Inn. See <http://www.hiltongardeninnfranchise.com> for Prototype Drawings and applicable standards. Reduction of scope below these minimum standards will not be permitted.

Hilton Hotels Corporation allows the latitude to express regional design themes through the use of alternative materials and colors that are compatible within the context of each project. The design team is encouraged to be flexible and innovative. However, at the same time, it should be clear that Hilton Hotel Corporation does not wish to undertake unproven, speculative approaches.

Further, please remember that although the completed project must conform to all local codes and requirements, the design effort will proceed smoothly and most efficiently if the design team carefully reviews the requirements of this document, and makes complete interim review submissions in accordance with the schedule contained herein. Hilton Hotels Corporation will assist you during the design by reviewing this document with you, examining your design submissions, and answering any question you may have during the course of the project.

Hilton Hotels Corporation must approve variation from these standards prior to incorporation into scope documents or final working drawings.

Hilton Hotels Corporation may, when giving approval for projects, increase requirements or grant written waivers of certain requirements contained herein in accordance with project's local market, custom or practice, and as it in its sole discretion determines.

### Codes and Industry Standards

The individual Property and/or Owner is responsible for compliance with all applicable laws, codes, and ordinances, including but not limited to the Americans with Disabilities Act (ADA).

Adherence to these standards, or other Hilton Hotels Corporation criteria or approvals, shall not relieve the Architect and/or Consultants and Designers of the responsibility of conforming to all legally adopted codes and standards, governmental requirements and good practice. Where designs deviate from applicable codes and standards, approval or acceptance by the authority having jurisdiction shall be documented and kept on file.

In the absence of local codes, the latest edition of the following codes shall be used as guidelines. Also, the same codes to be used if they are more restrictive than the local codes.

UBC	Uniform Building Code
NEC	National Electric Code
UPC	Uniform Plumbing Code, or
NPC	National Plumbing Code to be used in conjunction with UBC.
UMC	Uniform Mechanical Code

The following listing of Standards, Rules and Regulations are practices and methods to be used by practicing engineers in determining test methods, performances, rating, etc., for guidelines in designing projects.

## PURPOSE AND SCOPE

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These should be used as minimum requirements, unless the local authorities have similar guidelines, which exceed the outlined standards.

ADA	Americans with Disabilities Act
ANSI	American National Standards Institute
ARI	Air Conditioning and Refrigeration Institute
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials
ASA	American Standards Association
ASHRAE	American Society of Heating, Refrigerating and Air Conditioning Engineers
AWS	American Welding Society
AMCA	Air Moving and Conditioning Association
DHI	Door and Hardware Institute
FM	Factory Mutual
FIA	Factory Insurance Association
IBR	Institute of Boiler and Radiator Manufacturers
IEEE	Institute of Electrical and Electronic Engineers
NEC	National Electrical Code
NFPA	National Fire Protection Association
NECA	National Electrical Contractors Association
NEMA	National Electrical Manufacturers Association
NESC	National Electrical Safety Code
SMACNA	Sheet Metal and Air Conditioning Contractors National Association
SBI	Steel Boiler Institute
UL	Underwriters Laboratories
UMC	Uniform Mechanical Code Warnock Hersey

Specific specification sections will refer to these as well as other rules, regulations, laws and codes. It is the responsibility of the design architects and engineers as well as the contractors and sub-contractors to follow local, state and federal requirements.

All provisions of the Americans with Disabilities Act, Title III, 28 CFR part 36 shall be complied with.  
**Refer to Appendix "A" at the end of these Standards.**

Refer documents and questions concerning these standards to:

Hilton Hotels Corporation  
Design and Construction Department  
Project Manager (assigned to your project)

## INTRODUCTION

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The Design and Construction Standards apply to the following situations:

1. Plan and specification review for proposed **new** construction projects.
2. Plan and specification review for remodeling, refurbishing and renovation projects.
3. Preparation of a Product Improvement Plan (PIP) in connection with a change of ownership, renewal of a license agreement or conversion.

The Hilton Garden Inn Design and Construction Standards provide definitive requirements for furnishings to be installed in all hotels. In those market driven locations where the general standard of finishes and furnishings are expected to be substantially higher than these minimum standards, (e.g., wall and floor finishes, FF&E and similar items), then these expected upgrades should be construed as additional requirements, subject to Hilton Hotels Corporation approval.

## **PLAN REVIEW AND REQUIRED APPROVALS**

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Prior to submission of plans, Hilton Hotels Corporation, Design and Construction Department shall be furnished the name and address of the firm and contact of the architect, interior designer, engineers and consultants to be retained to prepare such plans.

Prior to commencement of construction, Hilton Hotels Corporation, Design and Construction Department shall be furnished the name and address of the firm and contact of the proposed general contractor.

During the early stages of construction, a model room including all proposed finishes in the proposed guestroom may be required to be constructed on or near the jobsite and reviewed by Hilton Hotels Corporation, Design and Construction Department.

All plans, specifications and progress reports, must be submitted to and approved by Hilton Hotels Corporation, Design and Construction Department as outlined herein.

### **Review Process**

Ownership is responsible to ensure all information listed below for each submittal is provided to the Hilton Hotels Corporation, Design and Construction Department. All submittals will be reviewed in a timely manner with review comments in the form of a Design Review Letter and/or red line documents sent to the owner. It will be the owner's responsibility to forward all items and comments to their appropriate project team members including architect, consultants, general contractor, etc. for responses. Hilton Hotels Corporation will make all efforts to meet with each owner and any team members to facilitate a quick resolution to any outstanding or problematic issues. All owners shall be aware that in our efforts to provide you with the most current and up-to-date prototype design we have installed the current prototype design drawings and standards on our website: see [www.hiltongardeninnfranchise.com](http://www.hiltongardeninnfranchise.com). It is ownership's responsibility to insure that this information is incorporated into the Construction Document Review Submittal per the License Agreement.

### **A. New Hotels and Additions**

Listed below are brief descriptions of the minimum submittals needed for each stage of the project. At the end of this section are checklists detailing specific requirements for each submittal. Use the appropriate checklist as a guide and include it with the submittal.

#### **1. Preliminary / Schematic Review Submittal**

This submittal will be reviewed mainly for Prototypical conformity. Proposed modifications from the Prototype design or alternatives in the specifications must be clearly identified in writing at this point in the review process for consideration by Hilton Hotels Corporation. Approval of non-prototypical items must be in writing by Hilton Hotels Corporation and are only applicable to the specific project being reviewed. Submit 1 set of blue / black line prints containing all information listed in the outline.

#### **2. Design Development Review Submittal (Typically 50% Complete)**

This submittal will be reviewed mainly for overall design coordination and conformance to Prototype Standards. Provide a written response to all items and issues as described in the Preliminary Plan Review. All changes to the design as described in the Plan Review shall be incorporated into the Design Development Review Submittal. Submit 1 set of blue / black line prints containing all information listed in the outline and a set of outline specifications.

## **PLAN REVIEW AND REQUIRED APPROVALS**

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### 3. Construction Document Review Submittal (100% Complete)

This submittal will be reviewed for final design coordination and conformance to Prototype Standards. Provide a written response to all items and issues as described in the Design Development Plan Review. All changes to the design as described in the Plan Review shall be incorporated into the Construction Document Review Submittal. Submit 1 set of blue / black line prints and 1 copy of specifications containing all information listed in the outline. A Plan Review will be issued to the owner with comments noted for incorporation into the final Construction Documents. Final Approval will be issued upon receipt of a written notification by the owner agreeing to respond to outstanding items and describing the method in which these items will be resolved. Addendum drawings may be necessary.

### 4. Construction Administration Submittals

All plumbing fixtures, bath accessory items, lighting fixtures, door hardware, exercise equipment, mechanical equipment, fire sprinkler shop drawings, and addendum drawings must be submitted to Hilton for review prior to purchasing or change order approval. Provide cut sheets, drawings and specifications for the above mentioned items for a Prototypical conformity review.

### 5. Value Engineering (VE) Items

All value engineering (VE) items in design and construction phases must be submitted for Hilton Hotels Corporation review and approval prior to implementation.

## **B. Remodeling, Refurbishing or Renovation**

### **Definitions:**

Refurbishing - The simple replacement of furnishings, floor and wall finishes.

Remodeling - Refurbishing plus some minor wall relocation or case good modifications.

Renovation - Consist of the total replacement of floor and wall finishes and FF&E to the extent that the character of the property is altered. Wall relocation and major architectural modifications would also be part of this scope.

Normal replacements of soft goods and minimal floor and wall finishes that initially meet all Hilton Garden Inn Standards, and which do not fall into one of the three categories above need not be submitted for approval.

1. Drawings and specifications, properly sealed by the Interior Designer and/or Architect of Record, are to be submitted to and approved by Hilton Hotels Corporation, Design and Construction Department prior to commencement of construction, consisting of the following where applicable:
  - a. Complete architectural, mechanical, electrical, and structural drawings, including exterior elevations and definitions of all abbreviations and symbols used. Exterior color renderings must be furnished upon request from Hilton.
  - b. All room finish, door, and hardware schedules.
  - c. Swimming pool drawings and specifications.

## **PLAN REVIEW AND REQUIRED APPROVALS**

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- d. Communication drawings, where not included in electrical drawings.
- e. Identification sign drawings (location, structural, and electrical).
- f. Complete interior design drawings and concepts, to include room types and sizes, furniture layouts for commercial and guest room areas, specification sheets, including illustrations of all furnishings and equipment, and detailed floor plans of all areas.

*Interior color boards must be furnished to Hilton Hotels Corporation, Design and Construction Department for all commercial areas and each room type/scheme.*

- g. Bar, service station, kitchen equipment layouts, and laundry equipment layouts, including equipment schedules, where applicable.
- h. Landscape and accent lighting plan.
- i. Hilton Hotels Corporation may retain all submittals.

### **C. Changes of Ownership; License Renewals:**

Within 30 days of a written request, Hilton Hotels Corporation will conduct an inspection of the property. At this time all existing deficiencies and variances, to the Hilton Hotels Corporation prevailing system wide standards for Hilton Garden Inn, including but not limited to Design and Construction and Operations Standards, will be identified and a Product Improvement Plan (PIP) prepared. Submission for approval shall than be made as follows:

1. Where the redesign and/or refurbishing of existing facilities is required, design drawings, including, but not limited to, guest rooms and commercial area furnishings and layouts and interior/exterior elevations shall be submitted for review and approval by Hilton Hotels Corporation. This submittal is to be sent to Hilton Hotels Corporation, Design and Construction Department. Color renderings or 8" x 10" color photographs must be furnished to Hilton Hotels Corporation.
2. Where construction of additional facilities is required, complete working drawings and specifications are to be submitted to and approved by Hilton Hotels Corporation, Franchise Design and Construction Department prior to commencement of construction.

### **D. Construction Progress Reports:**

Submission of **Construction Progress Reports** including color photographs of work is required on a **thirty- (30) day** basis on all construction stages of each respective project. At commencement of construction, provide a copy of permit and photographs of poured concrete footing.

## **PLAN REVIEW AND REQUIRED APPROVALS**

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### **E. Final Inspection:**

The License Agreement requires that a Hilton Hotels Corporation, Design and Construction Department representative verify that the hotel has been substantially completed in accordance with approved Hilton Garden Inn Design and Construction Standards and is ready for opening. Under certain circumstances Hilton Hotels Corporation may, in its sole discretion, allow a conditional opening provided the project meets at least the following minimum requirements:

1. 75% of the guestrooms must be complete in every detail and ready for habitation. **No guestrooms are to be sold on partially completed floors.**
2. 100% of the commercial space visible to the public must be complete and ready for guest use, including the swimming pool and congruent areas.
3. Site construction must be totally complete. The guest's impression leading to their arrival at the Pavilion is paramount. Construction trailers and equipment must be off site and away from guest view.
4. The property **must have in place** all permits/licenses required to operate the hotels restaurant, bar and elevators and all other permits including pool.
5. All terms of the License Agreement must be fulfilled on or before the date specified in the Conditional Opening approval letter.
6. Provide evidence of insurance coverage as required in the License Agreement.
7. Occupancy Permit must be in Operator possession and a copy sent to Hilton Hotels Corporation.

## **PLAN REVIEW AND REQUIRED APPROVALS**

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### **PRELIMINARY / SCHEMATIC REVIEW SUBMITTAL**

The following is a list of items that will be needed during this phase of the review process. Please submit this form with the following information.

**PROJECT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

- 1. Project Data Sheet** – Include
  - a. Project Location
  - b. Interior Design Scheme
  - c. Number Of Room Types, including Accessible Rooms
  - d. Total Room Count
  - e. Number Of Floors
  - f. Site Acreage
  - g. Pool Location
  - h. Meeting Room Square Footage
  - i. Number of Parking Spaces
  - j. Height Limitations
  
- 2. Civil Site Plans (1/ 60" min.)** – Include
  - a. Parking Layout
  - b. Driveways
  - c. Sidewalks
  - d. Service Access
  - e. Patios and Terraces
  - f. Building Orientation
  - g. Monumental Sign Location
  - h. Three Flagpole Location
  - i. Label All Adjacent Buildings and Property.
  - j. Property Lines, Easements, Setbacks, Site Retentions.
  
- 3. Floor Plans (1/8" min.)** – Include
  - a. Room Names
  - b. Room Numbers
  - c. Overall Building Dimensions
  - d. Built-In Casework

## **PLAN REVIEW AND REQUIRED APPROVALS**

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- **4. Roof Plan (1/8" min.)** – Include
  - a. Roof Slopes
  - b. Downspout Locations and Roof Drains
  - c. Kitchen Hood Exhaust Location
  - d. Linen Chute Ventilation Location
  - e. Chimney at the Pavilion
  
- **5. Exterior Elevations (1/8" min.)** - Include
  - a. Floor To Floor Heights
  - b. Roof Slopes
  - c. Kitchen Hood Exhaust
  - d. Linen Chute Ventilation
  - e. Chimney at the Pavilion
  - f. Gable Ventilation
  - g. All Windows and PTAC Units
  - h. All Guest and Service Doors
  - i. All Canopies
  - j. All Downspouts
  - k. All Reveals
  - l. Building Materials and Colors
  - m. Location of Building Signage
  
- **6. Mechanical, Electrical, and Plumbing**
  - a. Narrative Description of all Systems Including
    - Methods for Handling Emergency Pumps
    - Power Systems
    - Guest Room Supply, Make-Up Air and Air Balancing

**Note** – Provide all sheet numbers, sheet names, scales, current date and a note in the drawing border that indicates "PRELIMINARY REVIEW".

**Owner letter to list modifications of the Prototype design and specifications that ownership requests for consideration by Hilton Hotels Corporation.**

## **PLAN REVIEW AND REQUIRED APPROVALS**

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### **DESIGN DEVELOPMENT SUBMITTAL**

The following is a list of items that will be needed during this phase of the review process and are in addition to the information to those listed in the Preliminary / Schematic Review Submittal. Provide a written response to all items and issues as referenced in the Preliminary / Schematic Plans Review Letter. Changes to the documents as required by Plans Review Letter must be incorporated into this submittal. Please submit this form with the following information.

**PROJECT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**1. Project Cover – Include**

- a. Project Title
- b. Date
- c. Name / Address / Phone / Fax of Project Team
  - Architect
  - Owner
  - Consulting Engineers
- d. Rendering (Optional)

**2. Project Data Sheet – Include**

- a. Drawing Index
- b. Room Count Summary
- c. Gross Square Foot Summary
- d. Meeting Room Square Foot Summary
- e. Seating Capacity Summary
- f. Parking Summary

**3. Civil Site Plans (1/ 60" min.) – Include**

- a. Site Demolition Plan
- b. Preliminary Landscaping Design
- c. Preliminary Site Lighting Design
- d. Site Grading and Utility Plan
- e. All Code Required Set Backs, Etc.

**4. Floor Plans (1/8" min.) – Include**

- a. Door Numbers
- b. Wall Type Indicators
- c. Large Scale Reference Indicators
- d. Elevation Reference Indicators
- e. Proposed FF&E Layout
- f. Room Dimensions

## **PLAN REVIEW AND REQUIRED APPROVALS**

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- **5. Floor Plans (1/4" min.)** – Large scale floor plans to Include
  - a. Pavilion
  - b. Kitchen
  - c. Administrative Offices
  - d. Business Center
  - e. Meeting Rooms
  - f. Laundry Area
  - g. Public Toilets
  - h. Recreational Areas
  - i. Typical King Guest Room
  - j. Typical Double/Double Guest Room
  - k. All Suites
  - l. Any Areas that are Deviations from the Prototype Design
  - m. Provide Floor Finishes for the Public Areas
  - n. Electrical Outlet Information
  - o. Wall Type Indicators Not Shown on 1/8" Scale Plans
  
- **6. Reflected Ceiling Plans (1/8" min.)** – Include
  - a. Ceiling Heights
  - b. Light Fixture Locations
  - c. Symbol Legend
  - d. HVAC Registers
  - e. Materials and Finishes
  - f. Sprinkler Heads
  - g. Kitchen Hood Exhaust and Laundry Exhaust Ventilation Information
  
- 7. Exterior Elevations (1/8" min.)** – Include
  - a. Notation Regarding All Finishes
  - b. Finish Material Legend
  - c. Material Color Legend
  - d. Window Type Indicators
  - e. All Vertical Dimensions
  
- 8. Interior Elevations (1/4" min.)** – Include
  - a. Public Toilet Areas
  - b. Typical Guest Rooms and Bathrooms
  - c. Retail Display Area and All Built-In Casework
  - d. Electrical Outlet Locations
  - e. All Finishes
  - f. General Dimensions

## **PLAN REVIEW AND REQUIRED APPROVALS**

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### **9. Building Sections (1/8" min.)**

- a. Overall Building Sections Through The Pavilion to include
  - Transverse
  - Longitudinal
  - Overall Dimensions
  - Built-In Casework
  - Applied Millwork
  - Structural Framing
  - Lighting and HVAC
  - All Paint and Finish Colors
- b. Overall Building Section through Guestroom Tower

### **10. Wall Sections (3/8" min.) – Include**

- a. Typical Wall Sections
  - Pavilion
  - Guest Room Tower
- b. Overall Dimensions
- c. Built-In Casework
- d. Applied Millwork
- e. Structural Framing
- f. Lighting
- g. HVAC
- h. Paint and Finish References.

### **11. Mechanical, Electrical and Plumbing - Include**

- a. Single Line Diagrams for Air Distribution
- b. Equipment Locations
- c. Lighting
- d. Power
- e. Single Line Diagrams for all Piping

### **12. Kitchen and Laundry (1/4" min.) – Include and insure that these areas have been coordinated with the preliminary MEP drawings.**

- a. Kitchen
  - Equipment layout plan
  - Equipment list
- b. Laundry
  - Equipment layout plan
  - Equipment list

### **13. Structural - Provide a set of preliminary structural documents that indicate the methods and materials for construction.**

### **14. Specifications – Provide outline specifications.**

**Note -** Provide all sheet numbers, sheet names, scales, current date and a note in the drawing border that indicates "DESIGN DEVELOPMENT REVIEW".

## **PLAN REVIEW AND REQUIRED APPROVALS**

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### **CONSTRUCTION DOCUMENT SUBMITTAL**

The following is a list of items that will be needed during this phase of the review process and are in addition to the information listed in the Design Development Review Submittal. Provide a written response to all items and issues as referenced in the Design Development Plans Review Letter. Changes to the documents as described in the previous Plan Review Letter must be incorporated into this submittal. This submittal shall be 100% Construction Documents and shall be fully coordinated with all other disciplines (non-coordinated documents will be returned unreviewed). Please submit this form with the following information.

**PROJECT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

- 1. Civil Site Plans (1/ 60" min.) – Include**
  - a. Final Landscaping Design
  - b. Planting Schedule
  - c. Final Site Lighting Design
  - d. Site Grading
  - e. Utility Plan
  
- 2. Floor Plans (1/8" min.) – Include**
  - a. All Reference Indicators for Details
  - b. All Reference Indicators for Sections
  - c. All Reference Indicators for Elevations
  - d. Final FF&E
  - e. All Dimensions
  
- 3. Floor Plans (1/4" min.) – Include**
  - a. All Reference Indicators for Details
  - b. All Reference Indicators for Sections
  - c. All Reference Indicators for Elevations
  - d. Final FF&E
  - e. All Dimensions
  
- 4. Reflected Ceiling Plans (1/8" min.) - Include**
  - a. All Reference Indicators for Details
  - b. All Reference Indicators for Sections
  - c. All Reference Indicators for Ceiling Heights
  - d. All Reference Indicators for Materials
  - e. All Dimensions
  - f. All MEP Information

## **PLAN REVIEW AND REQUIRED APPROVALS**

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- **5. Elevations (1/8" min.)** – Include
  - a. All Reference Indicators for Details
  - b. All Reference Indicators for Sections
  - c. All Reference Indicators for Partial Elevations
  - d. Dimensions
  
- **6. Interior Elevations (1/4" min.)** - Include
  - a. All Reference Indicators for Details
  - b. All Reference Indicators for Sections
  - c. All Reference Indicators for Partial Elevations
  - d. Dimensions
  
- **7. Building Sections (1/8" min.)** - Include
  - a. All Reference Indicators for Details
  - b. Exact Dimensions
  - c. Construction Notation
  
- **8. Wall Sections (3/8" min.)** – Include
  - a. All Reference Indicators for Details
  - b. Exact Dimensions
  - c. Construction Notation
  
- **9. Schedules** – Include
  - a. Final Door Schedule
  - b. Final Finish Schedule
  - c. Final Wall Type Schedule (or Drawings) Showing
    - Fire Ratings
    - STC Ratings
  - d. Final Window Schedule

## **PLAN REVIEW AND REQUIRED APPROVALS**

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- **10. Mechanical, Electrical and Plumbing – Include**
  - a. Final Mechanical Design Including:
    - Make-up air and exhaust calculations showing positive pressure in corridor
    - Fire Sprinkler Design
    - All Methods for Air Distribution
    - Equipment Locations
  - b. Final Electrical Design Including:
    - Lighting
    - Power
    - Equipment
    - Panels
    - riser diagrams
    - fixture schedules
    - thermostat locations
    - A/V fire alarm locations
  - c. Final Plumbing Design Including:
    - all piping
    - Connections
    - Sizes
    - riser diagrams
    - fixture schedules
- **11. Kitchen and Laundry (1/4" min.) – Include**
  - a. All Plumbing
  - b. All Mechanical
  - c. All Electrical Connections and Requirements
- **12. Structural - Final Structural Documents Include**
  - a. Methods
  - b. Materials
  - c. Details
  - d. Dimensions
- **13. Specifications – Provide final construction specifications.**
- **14. Interior Design Drawings –**
  - a. Final drawings for all Furniture and Equipment.
  - b. Color Boards
  - c. Specifications for Interior Finishes, Fixtures, and Equipment

**Note -** Provide all sheet numbers, sheet names, scales, current date and a note in the drawing border that indicates "CONSTRUCTION DOCUMENT REVIEW".

## **PLAN REVIEW AND REQUIRED APPROVALS**

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### **CONSTRUCTION ADMINISTRATION SUBMITTAL**

The following is a list of items that will be needed for review prior to purchasing and installation. Please submit this form with the following information.

**PROJECT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

- 1. Plumbing Fixtures** – Including cut sheets and specifications for all plumbing fixtures for:
  - a. Guest Room Bathrooms
  - b. Public Bathrooms
  - c. Corridors and Back of House Areas (including boilers and water heaters)
  
- 2. Electrical Fixtures** – Including cut sheets and specifications for:
  - a. All Light Fixtures
  - b. All Control Panels (including dimmer control for Pavilion)
  - c. All Owner Purchased Fixtures
  
- 3. Door Hardware** – Including cut sheets and specifications for:
  - a. Door Hardware
  - b. Electronic Locks
  - c. Card Readers
  - d. Intercom System
  
- 4. Exercise Equipment** - Including cut sheets for:
  - a. Exercise Equipment
  - b. Equipment Layout Drawings
  
- 5. Addendum Drawings** - Provide additional drawings as required in the approval letter and any changes that may occur to the design or specification at this point, in an addendum format, for Hilton Hotels Corporation approval.

**Note:** Provide a sequential numbering system for all addendum drawings submittals.

## FIRE SAFETY SYSTEMS

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### Fire Safety System Requirements

Minimum standards for fire safety systems are detailed below. These minimum standards shall not supersede more stringent state and local requirements.

**A. Fire Alarm System and Fire Sprinkler System.** All areas of a property must be equipped with a fire alarm system and automatic fire sprinkler system, which are zoned by floors.

1. **Fire Alarm System.** The fire alarm system must be comprised of Underwriters laboratory approved equipment and devices. The installation, location and spacing of such equipment and devices must be in accordance with the latest edition of NFPA 72, or as otherwise specified by the governmental authority having jurisdiction.

Strobe notification appliances must be provided in accordance with federal accessibility rules (28 CFR 36, Appendix A, Sec. 4.28) as to number, locations, spacing and visual intensity.

A manual fire alarm pull station capable of sounding a general alarm must be located behind the front desk. The panel must *not* be located on the back wall facing the registration desk.

2. **Fire Sprinkler System.** The property is to have complete automatic and supervised fire sprinkler systems throughout all areas, including all guest rooms, in accordance with the stricter of:
  - a. applicable standards referenced in the building or fire codes of the locate jurisdiction, as interpreted by the authority having jurisdiction, and only as applicable for the status of the subject property; or
  - b. an automatic fire sprinkler system located throughout the property, including all guestrooms, and complying with NFPA 13 (reference TS 015, Hilton International CO).

#### ***Exceptions – within the Americas:***

- i. For properties where the building is four stories or less in height, NFPA 13R is acceptable if allowed by local or other applicable codes.
- ii. For properties where the building is three stories or less in height with guestrooms exiting directly to the exterior, an automatic fire sprinkler system is not required. However, such properties must have been built in accordance with applicable building codes in force at the time of permit issuance, and must be maintained in compliance with any applicable codes.

## FIRE SAFETY SYSTEMS

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**Exceptions – outside the Americas:** properties where the building is four stories or less in height.

**Exceptions – worldwide:** Properties converted to any of the Hilton-family-of-brands (“**Conversion properties**”) must be in full compliance with the standards set forth above within the time period set forth in the applicable Product Improvement Plan for the property. Compliance must occur prior to the property’s opening to the public as a Hilton family property unless an exception is approved in writing by the Senior Vice President of Architecture and Construction, Senior Vice President of Hotel Brand Management and the Senior Vice President of Franchise Development for properties within the Americas; by the Vice President of Technical Services, Area President and CEO of International Operations for properties outside the Americas (“Committee”). In no event shall a Conversion Property open to the public until it is in full compliance with any applicable codes of the local jurisdiction. Any exception that may be granted by the Committee relates only to standards that exceed applicable local codes.

- B. Smoke Detectors.** Some detectors are required throughout the property as set forth in this section.
1. **Smoke Detectors in Guestrooms/Suites.** The property must equip hard-wired and locally annunciated smoke detectors in all guestrooms and each livable space of a suite. Smoke detectors within accessible guestrooms/suites and any others required by ADA or the local jurisdiction must be equipped with an integral strobe light providing a visual intensity of 177cd.
  2. **Smoke Detectors in Areas Other Than Guestrooms/Suites.** The property must have system connected, hard-wired smoke detectors in the following areas (where applicable):
    - a. Lobby
    - b. Administration areas/front desk
    - c. Pantry prep/pantry/kitchen
    - d. Food and beverage outlets/restaurant
    - e. All corridors
    - f. Laundry
    - g. Dryer enclosure (heat detector only behind dryers)
    - h. Meeting rooms/ballrooms/pre-function areas/executive center
    - i. Maintenance shop (must have combination heat and smoke detectors)
    - j. Linen rooms
    - k. Mechanical boiler/electrical rooms – must have combination heat and smoke detectors
    - l. Elevator equipment – must have combination heat and smoke detectors
    - m. Top of stairwells
    - n. Miscellaneous storage rooms
    - o. Public restrooms
    - p. Exercise room/health club

## FIRE SAFETY SYSTEMS

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- q. Guestroom laundry
- r. Parking structure
- s. Enclosed swimming pool
- t. Any other areas required by local codes.

**Exception:** Properties converted to any of the Hilton-family-of-brands (“**Conversion Properties**”) must be in full compliance with any applicable codes of the local jurisdiction. In addition, all Conversion Properties must comply with the standards set forth above relating to **Guestrooms/Suites**. Compliance must occur prior to the property’s opening to the public as a Hilton family property. Unless HHC determines that there are unique circumstances related to the subject Conversion Property, the standards set forth above for **Areas Other than Guestrooms/Suites** will not apply to Conversion Properties.

### C. Fire Extinguishers

Fire extinguishers must be contained in appropriate recessed cabinets in public spaces according to local and national codes.

Fire extinguishers must be mounted in front office area, laundry, maintenance, corridors and near storage rooms and as otherwise required by the local jurisdiction.

Fire extinguishers must be in clear view within the appropriate rooms.

Portable Fire Extinguishers must be provided and installed in accordance with NFPA 10 and NFPA 96 (for restaurant kitchens).

Restaurant kitchen fixed fire extinguishing systems must be installed for all cooking equipment and appliance in accordance with NFPA 17A and NFPA 96 using wet chemical water assisted type systems.

### D. Approval, Testing and Maintenance, Training

1. **Approval.** Written approval of the plans for required fire safety systems must be obtained from the governmental authority having jurisdiction prior to installation of the fire safety system.

The form of written approval may vary by governmental authority. For the purposes of these standards, “written approval” is defined as a certificate, letter of approval, permit, stamp of approval, or other approval method as used by governmental authority.

Written certification that the required fire safety systems have been installed according to the approved plan by a licensed contractor and are fully operational, tested and approved by the authority having jurisdiction must be obtained from the installation contractor.

## FIRE SAFETY SYSTEMS

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2. **Testing and Maintenance.** All fire safety systems installed (including any systems installed above and beyond the requirements of this standard) must be tested and maintained either:

- a. Through a maintenance contract with an organization licensed to install and maintain such equipment, or
- b. By individuals trained to perform such maintenance and testing.

Testing and maintenance of sprinkler systems must be in accordance with the manufacturer's instructions, NFPA 25, or as otherwise specified by the governmental authority having jurisdiction.

Testing and maintenance of smoke detection systems (or heat detection devices where appropriate) must be in accordance with manufacturer's instructions, NFPA 72, or as otherwise specified by the governmental authority having jurisdiction.

A statement certifying that such testing and maintenance have been performed must be signed by either:

- a. The maintenance company representative and by the General Manager of the property; or
- b. By the individual trained to perform such maintenance and testing and by the General Manager of the property.

All statements certifying such testing must be kept on file at the property and be made available to HHC's field inspector. Such testing and maintenance must be performed at least once every six months. A minimum of one test per year must be conducted by an outside third party licensed to test fire safety equipment. Guestroom/suite smoke detectors must be included as part of this testing and documentation.

3. **Training.** The General Manager, assistant manager, all guest services (front desk) personnel, maintenance supervisors, housekeepers and night auditors, as well as any other personnel designated as "managers on duty" at the property, must be familiar with the operation of the fire safety systems, fire evacuation procedures and the operation of portable fire extinguishers.

- E. **Installation.** All system wiring shall be in conduit unless otherwise permitted by local codes. Water piping for the fire sprinkler system must be attractively concealed within walls, ceilings and furred areas; however, fire sprinkler heads and other system equipment may not be concealed in a manner that reduces their effectiveness or defeats their purpose.

## FIRE SAFETY SYSTEMS

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### Fire/Emergency Exits

A minimum of two fire/emergency exits must be provided for each floor. The distance of travel from the entrance of any guestroom/suite to the nearest exit must not exceed 125'-0" (38.1m). Exits must be located as remotely as possible from each other and provide optimum convenience to guests.

All fire/emergency exits must be clearly marked with illuminated exit signs. Where exits are not visible, illuminated directional signs must be provided to indicate the direction of egress. These signs must be provided with a maintained secondary emergency power source. All major exit ways must have lighted exit signs.

Provide panic hardware (crash bar type) on all designated exit doors that contain a locking device or latch.

**Emergency Lighting.** Emergency lighting must be provided for the following areas and in accordance with prevailing governmental regulations:

1. Lobby
2. Registration desk – located on employee side and not visible to guests
3. Back office/work area
4. Public restrooms
5. Meeting rooms
6. Corridors
7. Stairwells
8. Elevators
9. Room where the fire alarm panel is located
10. Laundry
11. All breezeways
12. Exercise room
13. Guest laundry (where applicable)
14. Executive Center (where applicable)
15. Enclosed swimming pool

Emergency lighting fixtures must be arranged to maintain the values of not less than one foot-candle measured at the floor at all points, including corners.

Required emergency lighting fixtures must be automatic, not requiring any manual action to put them into operation after failure of normal lighting.

Power for emergency lighting must be supplied by approved, reliable electric storage batteries with trickle charge system or other approved system.

## AREAS/DIVISIONS

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The Design and Construction Standards have been prepared to describe each room or space of the Hilton Garden Inn. They have been prepared in a seven (7) division format outlined below. Standards that apply to all parts of the hotel are discussed in the Design Criteria section and not in each division description. If nothing is typed after a division, the Design Criteria section applies.

DIVISION:	NUMBER
General .....	<b>1.00</b>
Doors, Windows and Hardware.....	<b>2.00</b>
Finishes (Floors, Base, Walls and Ceilings).....	<b>3.00</b>
Furniture, Fixtures and Equipment (FF&E) .....	<b>4.00</b>
Special Construction (Graphics and Signage) .....	<b>5.00</b>
Mechanical/Plumbing (Heating/Air Conditioning, Ventilation) .....	<b>6.00</b>
Electrical (Lighting, Communications, Etc.).....	<b>7.00</b>

## SECTION 1 – DESIGN CRITERIA

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### 1-1.00 GENERAL

- 1-1.01 Hilton Garden Inn prototype documents must be used in all suburban locations. Non-prototypical Hilton Garden Inn designs may be developed in a downtown urban location with the approval of Hilton Hotels Corporation. The maximum number of guestrooms for an urban location is 350 keys and the minimum number of guest rooms is 100 keys.
- 1-1.02 For hotels that are 100% non-smoking, they must provide a designated area for smoking. This area must be identified with the appropriate signage and have the following attributes.
- A. If outdoor, this area must be landscaped with an appropriate mixture of mature shrubs to create an element of privacy, as well as flowering perennials or annuals to beautify. (Plants must be mature – in 3 gallon containers or larger.)
  - B. The outdoor area must provide overhead protection from the elements. The overhead shelter must be reviewed and approved by Hilton Design and Construction. Covered space size in square feet must equal 40% of the hotel's guestrooms (Ex. A hotel of 100 rooms will need 40 square feet of covered space). Work with your Design and Construction Director for options.
  - C. If outdoor, this area must have heaters in climates where applicable.
- 1-1.03 All state, federal, national and/or other governing building, zoning and design regulations shall be complied with in the development of any specific project however; this shall not diminish or otherwise change the intent of these minimum Design and Construction Standards. Additionally, Hilton Hotels Corporation is not responsible for review of documents for compliance with local codes. It is the responsibility of the owner to meet or exceed these local regulations. In the event applicable local codes and regulations exceed the requirements contained herein, then the local codes and regulations shall be construed as minimum requirements.
- 1-1.04 All License Agreement holders should become familiar and must conform with the **Occupational Safety and Health Act (OSHA)**, as it applies, or the equivalent local or national codes and regulations, Americans with Disabilities Act (ADA) and the applicable barrier-free design standards relative to the proposed development project.

## SECTION 1 – DESIGN CRITERIA

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- 1-1.05 Sound attenuation is important throughout the Hilton Garden Inn hotel. The following minimum design criteria should be followed.
- |  |          |
|--|----------|
| A. Exterior Wall to Guest Rooms:               | 54 STC** |
| B. Corridor to Guest Rooms:                    | 54 STC   |
| C. Floor Ceiling Assembly at Guest Rooms:      | 54 STC   |
| D. Guestroom to Guestroom:                     | 54 STC*  |
| E. Meeting Room Perimeter:                     | 54 STC   |
| F. Meeting Room Operable Partitions            | 52 STC   |
| G. Mechanical or Laundry Room to Guestroom:    | 59 STC   |
| H. Mechanical or Laundry Room to Meeting Room: | 52 STC   |
| I. Mechanical or Laundry Room to Corridor:     | 50 STC   |
| J. Pool or Exercise Room to Guestroom:         | 59 STC   |
- \* Recommended minimum partition between guestrooms is UL design U451 steel stud and U334 wood stud. Sound seal entire perimeter of wall, both sides.
- \*\* If proximity of hotel is close to highway, airport, or other high noise areas, it is recommended to engage an acoustical consultant to analyze STC ratings of exterior wall assembly design. Elimination of PTAC units may be required to obtain the required STC ratings.
- 1-1.06 Wood framing is an acceptable structural system for three and four story prototype designs, when allowed by code.
- 1-1.07 When wood framing is used, a concrete or GYCRETE floor topping must be used in the guestroom tower and resilient channels must be used to attach drywall finishes to the underside of guest floor joists or trusses. A minimum STC rating of 54 must be maintained at the floor ceiling assembly.
- 1-1.08 When wood framing is used as the roof structural system, proper consideration should be given to sound isolation, ventilation, and draft-stopping of the attic space.
- 1-1.09 A minimum of two (2) fire/emergency exits must be provided for all floors.
- 1-1.10 Emergency fire exits must be provided in all assembly and meeting spaces required by the local codes, but in all cases, no less than two (2) exits must be provided from areas seating 50 or more.
- 1-1.11 The primary double-loaded guestroom corridors must be a minimum of 5'-0" wide with a 1'-0" door recesses at guestroom entry doors, 6' wide is preferred.
- 1-2.00 DOORS, WINDOWS and HARDWARE**
- 1-2.01 All designated exit doors must swing in the direction of egress from building.
- 1-2.02 Panic hardware is required on occupant side of all designated fire/exit doors at ground floor and other doors required by code.
- 1-2.03 All doors must be a minimum of 3'-0" wide.

## **SECTION 1 – DESIGN CRITERIA**

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- 1-2.04 All doors must be a minimum of 6'-8" in height. All public area doors and guestroom entry doors must be 7'-0".
- 1-2.05 Door stops are required for all doors. Floor stops are not allowed.
- 1-2.06 Interior metal doors must be a minimum 18 ga. cold rolled steel. Exterior doors must be a minimum 16 ga. 'A-60' galvanized.
- 1-2.07 Out-swinging exterior metal doors must have closed tops.
- 1-2.08 Fire-rated doors must bear label of testing and approval by Independent Testing Agency, having been tested in accordance with NFPA 252 and ASTM E152 for ratings indicated.
- 1-2.09 All back of house doors subject to heavy traffic must have stainless steel kick plates.
- 1-2.10 A linen chute, inside a room with a door is required. All linen chutes must be equipped with self-closing, self-locking doors. It is suggested to align the linen chute directly into laundry room if possible for ease of operations.
- 1-2.11 All metal welded frames must be fabricated of cold rolled steel; minimum 16 ga. Exterior frames must be 'A-60' galvanized.
- 1-2.12 Aluminum entrance doors must be the narrow stile design.
- 1-2.13 All hardware to be US 32D, satin stainless steel or US26D satin chrome.
- 1-2.14 A qualified Hardware Consultant must be retained to produce a detailed hardware schedule coordinated with the contract documents. Hilton Hotels Corporation must review and approve all hardware schedules.
- 1-2.15 Hardware schedules must contain, at a minimum:
- A. Door number, its location, hand, type and fire rating (if any) of door and frame.
  - B. Hardware set number
  - C. Key symbol
  - D. Name of item
  - E. Manufacturer
  - F. Complete manufacturers catalog number or numbers
  - G. Material
  - H. Finish
- 1-2.16 All locksets and latchsets for doors to electrical and telephone closets, stairwells, and other non-public spaces on guestroom floors shall match the hardware finish selected for guestroom entry doors.

## **SECTION 1 – DESIGN CRITERIA**

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- 1-2.17 Coordinate all public area hardware, i.e. drawer and door pulls, locks, to assure a consistent appearance and finish.
- 1-2.18 Lock cylinders must be construction master keyed for use during construction only. Construction master key must be a type that is easily made inoperative when locks are installed.
- 1-2.19 Master Keying Schedule:
- A. Engineer's master key shall operate locks under direct supervision of the engineer (i.e. engineer's office doors, entire maintenance section, mechanical spaces, electrical closet, janitor closets, and exterior roof doors).
  - B. Food and Beverage master key shall operate locks under direct supervision of Food and Beverage (i.e., kitchen, meeting room, food storage rooms, dining rooms, steward and chef's office).
  - C. Housekeeper's master key shall operate locks under direct supervision of the Housekeeping Department (i.e., storage room, and offices).
  - D. Cleaning master key shall operate locks to offices, public meeting rooms and janitor's closets adjacent thereto, and other doors of public use that are cleaned by usual cleaning personnel.
  - E. Grand master key shall operate all locks as indicated above.
  - F. Permanently inscribe each key with number of lock that identifies cylinder manufacturer's key symbol and notation "DO NOT DUPLICATE".
- Key Material: Provide keys of nickel silver only.
- Key Quantity: Provide 5 each master keys for each master key system, and 5 each grand master keys for each grand master key system.
- 1-2.20 Electronic locks are to be used in the following locations:
- A. Each guestroom entry door.
  - B. Business Center public entrance door.  
Push button keypad lock on Back Office entrance from Business Center.
  - C. Exercise room door.
  - D. Pool room door.
  - E. Guest Laundry.
  - F. Linen Room. (Recommended)
- 1-2.21 Electronic card readers with electronic lock interfaces are to be used in the following locations:
- A. Main entry to the pavilion.
  - B. Each secondary guest entrance to the public corridors at grade level.
- 1-2.22 All windowsills must be solid surface material or granite.

## SECTION 1 – DESIGN CRITERIA

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- 1-2.23 Special consideration must be given to window design for facilities located on sites near airports, busy highways, and in extremely windy, rainy, or cold environments. The Architect or his consultant must investigate these conditions to determine the appropriate specification and design.
- 1-2.24 Glass panels, i.e. windows, glass doors, sidelights, etc. which extend to the floor in all public areas and guest room units shall be shatterproof or tempered glass and identified with draperies, decals, planters or similar device, or equipped with a safety bar. Tinted or colored glass may be acceptable with prior approval from Hilton Hotels Corporation.
- 1-3.00 FINISHES**
- 1-3.01 Pavilion Area spaces shall have gypsum wallboard ceilings, which shall be coffered or otherwise designed to provide an attractive and decorative finish. Use of acoustical lay-in ceiling or other similar treatments will be permitted only in areas identified on Prototype drawings. Gypsum wallboard ceilings shall be painted with a flat or eggshell finish in a smooth or light sand texture.
- 1-3.02 All public space ceilings other than the Pavilion Area spaces must be constructed of gypsum wallboard. Some exceptions may be granted in unique circumstances for the use of plaster, concrete, decorative metal panels, partial use of lay-in acoustical ceiling tiles or other written approved materials. Painted surfaces shall have a smooth or light sand finish. Concrete must receive a spray-applied texture (medium to fine grade) in order to conceal irregularities.
- 1-3.03 Lay-in acoustical ceiling tiles may be used in public spaces if the following criteria is met or exceeded:
- A. No more than 66% of a ceiling's surface may be lay-in acoustical tiles. Tiles can be located in the uppermost portion of a ceiling coffer with perimeter ceiling and coffered sides constructed of gypsum wallboard.
  - B. Use of 1' x 1' ceiling tiles with concealed spline will not be permitted.
  - C. No tiles shall be larger than 2' x 2'.
  - D. All tiles must be a high quality design and have a tegular edge (Armstrong Cirrus or equal).
  - E. All exposed ceiling grid systems shall be a narrow spline, 9/16" maximum width.
- 1-3.04 Acoustical ceiling tile is not allowed in guestrooms and guestroom baths.
- 1-3.05 Acoustical ceiling tile in guestroom corridors is not allowed, except as indicated on the prototype drawings. Use allowed only on the ground floor corridor (must be less than 66%) if access to M.E.P. equipment is required.
- 1-3.06 Suspension system must be the same color as acoustical ceiling tile.
- 1-3.07 Acoustical ceiling tile is not allowed on vertical surfaces.

## SECTION 1 – DESIGN CRITERIA

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- 1-3.08 Acoustical ceiling tile:
- A. Public Areas: 2'-0" x 2'-0" tegular edges, factory applied washable paint finish. Steel suspension system to be 9/16" fineline grid, white.
  - B. Back Of House Areas: Non-directional fissured panels, 2'-0" by 4'-0"; with 15/16" grid square edges; factory-applied, washable paint finish. Steel suspension system (15/16" grid).
  - C. Kitchen (Scrubbable): Unperforated, 2'-0" by 4'-0"; with 15/16" grid; square edges; vinyl-faced, scrubbable, white color; USDA accepted, sanitary, fire resistant panels, resistant to damage, moisture, soiling and chlorine fumes. Aluminum suspension system (15/16" grid).
- 1-3.09 Where concrete or precast planks are used, the guestroom corridor ceiling must be skim coated and receive a textured finish ceiling coating, and a gypcrete or light weight concrete topping is required.
- 1-3.10 All precast planks less than 3'-0" wide must be finished with gypsum wallboard and painted. Precast planks over 3'-0" wide can be patched and joints filled with backer rod and caulked to receive a textured ceiling coating.
- 1-3.11 Vinyl/rubber base is not allowed in any guest access areas, except for Fitness Center.
- 1-3.12 Fiberglass reinforced plastic (FRP) wall panels are to be used as the finish material in the Kitchen Areas as well as an alternative protection board over drywall partitions used in service corridors and storage rooms.
- 1-3.13 A decorative porcelain tile (12"x 12" minimum, 18"x 18" or larger is preferred) or natural stone tile is required in high soil and traffic areas. Tile is recommended to include base tiles, corners, etc. Floor tile must have a coefficient of friction (ASTM-C1028-84) of 0.6 wet or better and a breaking strength (ASTM-C648-84) of not less than 250 lbs. All tile is subject to approval by Hilton Hotels Corporation. Vinyl tile is not acceptable.
- 1-3.14 Grout must be a non-shrink epoxy or latex portland cement grout to minimize staining.
- 1-3.15 Floor and wall tile grout along with all natural stone products should be sealed after installation (i.e. silicone impregnators, etc.). **Porcelain tile** does not require a sealer; however, the grout must have a sealer as required above.
- 1-3.16 Where tile or hard surface flooring is used, a non-slip or slip resistant finish is required. Tile must be unglazed and have a coefficient of friction (ASTM-C1028-84) of 0.6 wet or better and a breaking strength (ASTM-C648-84) of not less than 250 pounds.
- 1-3.17 Materials and workmanship shall conform to the Tile Council of American Specifications and Handbook for Ceramic Tile and Quarry Tile Installation.

**SECTION 1 – DESIGN CRITERIA**

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**1-4.00 FF&E**

1-4.01 The interior design scheme for the property may be selected from one of the pre-approved interior design schemes. If a custom design scheme is preferred, it must be submitted to Hilton Hotels Corporation for approval.

1-4.02 Public Space (i.e. Pavilion Areas, Meeting Areas, Lounges, Restaurant, Indoor Recreational Areas and Public Corridors) must be finished with high quality carpeting, decorative slip-resistant ceramic tile, or other approved finish. Exposed, unfinished concrete and vinyl composition tile is not acceptable. Hard surface flooring must be used in all heavy traffic areas (e.g. in front of the registration desk, public restrooms, entrance ways, etc.).

- 1-4.03 Carpeting for public areas including the lobby, meeting room, boardroom, guestroom/suite, corridors and offices must meet the following minimum standards:
1. Carpet fire ratings must meet or exceed all applicable local and state codes, or the most recent standard of NFPA, whichever is more stringent.
  2. Tufted carpet must have a primary and secondary backing (synthetic/polypropylene/jute). Enhancer back carpet is permissible in the lobby and meeting rooms. Carpet pad is required in all other applications.
  3. Carpet pad must be commercial grade felt (either natural or synthetic fiber), prime urethane foam or better. Felt cushion must have a minimum weight of 32 oz per square yard and urethane pad must have a minimum density of six lbs per square yard. Double stick application is highly recommended for public areas. Rebond pad is not permitted.
  4. Carpet must have a minimum of 4.5 twists per inch in the yarn, be heat set and meet or exceed the following requirements:

**ENHANCED LOOP – TIP SHEER: GUESTROOM**

Construction:	Enhanced loop – tip sheer
Machine Gauge:	1/10, 1/8 or 1/12
Stitches per Inch:	9.7-12
Pile Height:	.250" pile height
Face Yarn:	100% Solution Dyed Nylon - Type 6.6 nylon preferred
Primary Backing:	Woven polypropylene
Secondary Backing:	Action Bak
Face Weight:	32 ounces (after sheered)

**SECTION 1 – DESIGN CRITERIA**

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**PRINTED CARPET - PUBLIC AREAS**

DURKAN® or MILLIKEN® Patterned Carpets are the preferred vendors for all of the required design schemes. The following basegrades are approved: ColorShield Textured 36 (preferred base grade), ColorShield Cut 36, Texture Weave 36, Duration 36

Machine gauge:	1/8" - 1/10"
Stitches per inch:	13.70 – 15.68
Pile Height:	250" - .313"
Face Yarn:	Solution Ultron Nylon (type 6.6) or Durkron Nylon
Face Weight:	36 ounces
Primary Backing:	Polypropylene
Secondary Backing:	Action Bak or equal  Duralon Attached cushion is also approved as an alternate backing.

- 1-4.04 Premium branded 6,6 fibers are recommended for high traffic areas, but 6 fibers with a 5 year warranty are a minimum requirement.
- 1-4.05 Unitary backing is highly recommended for all loop carpet in direct glue applications.
- 1-4.06 All guestrooms, suites and corridors shall have a minimum of 4" bound carpet base that matches the floor covering. 6" bound carpet base is recommend for corridors.
- 1-4.07 Where Axminster Carpets are used, it is recommended that all seams be hand sewn (6" wide heat melt tape may be used with seam sealer as an alternate). Tufted carpet such as printed or graphics may be seamed with heated pin-tape.
- 1-4.08 Installation must meet all local, state, and safety codes, i.e. contrasting colors for steps.
- 1-4.09 Padding must have manufacturer's label of "contract/commercial grade."
- 1-4.10 A. Meeting space, public space and corridor carpet should be glued down as high traffic and equipment may adversely affect normal wear. The following requirements must be met in this instance:
  - 1. A double glue down policy must be followed. The pad is to be glued to the floor and the carpet glued to the pad. The installation is to be according to manufacturer's instruction.

## SECTION 1 – DESIGN CRITERIA

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2. Use of the double-stick Carpet Installation System with factory approved adhesive on a sponge cushion rubber pad (23-16 lb. density) is the preferred method. A synthetic fiber pad that is specially treated for this type of installation will also be considered.

### B. Wall Covering:

1. Type II vinyl wall covering with a minimum total weight of 20 oz per lineal yard is required in the lobby, guest corridors, public restroom (if not ceramic tile), boardroom, meeting room, vending areas, and other public areas. Accent walls in the restaurant and pantry are required to be painted. The walls for the back office/administration areas may be a painted finish.
2. Vinyl wall covering in the guestroom shall be Type I with a minimum total weight of 15 oz per linear yard. Guestroom baths must have a minimum of Type I vinyl wall covering with a minimum weight of 12 oz per lineal yard.
3. All wall covering must meet the following requirements:
  - a. Class A (ASTM E-84 tunnel test)
  - b. Federal Specifications CCS 408A and CFFA W101 A, B, & C
4. All wall covering adhesives shall be strippable and shall contain mildew inhibitors.
5. **Wall covering is required in all Hilton Garden Inn Hotels.** When hotels are located in areas with extreme high levels of humidity, such as coastal areas or southeastern states, the guest bedroom, entry area and dressing area (when applicable) must have a 100% acrylic textured wall finish. The finish must be provided by one of the following approved manufacturers and a sample submitted for approval prior to installation:
  - a. **Plecture™** by **TRIARC** Industries of Houston, TX; (800) 537-6111; [www.triarchinc.com](http://www.triarchinc.com)
  - b. **Texturi™** by **COMEX** Paints USA of San Antonio, TX; (800) 266-3987; [www.comexpaints.com](http://www.comexpaints.com)
  - c. **Supreme-Tex™** by **US Textures, Inc.** of San Antonio, TX; (800) 414-8805
  - d. **Permatone™** by **COREV** of Houston, TX; (832) 243-0787
6. Caulking to match wall covering is required around all door frames.\

### C. Ceilings:

1. No ceiling shall be less than 7'-6" in height.
2. Suspended acoustical ceilings in public areas must be 2'x 2'; tegular (reveal edge) tile.

## SECTION 1 – DESIGN CRITERIA

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### D. Window Treatments:

1. All public area windows including guest rooms and corridors are to receive drapery treatment. All other windows, i.e. non-public spaces such as offices, housekeeping, etc., shall have mini-blinds as a minimum.

In the Pavilion, stationary valances with chain and clutch lifting solar shades are required. Particular attention must be given to windows in Pavilion Area as they directly relate to sun angles. Ease of operation and the ability to quickly alter the window coverage must be considered based on the amount and severity of sun exposure.

- a. The top treatment specifications are as follows:

Top Treatment: Stationary roman valance with three even pleats. The Fabric must be self-line and interlined with 2-pass white black-out lining. Pattern must match all seams. The Manufacturer is to provide black-out lining.

Solar Shades: Chain and clutch lifting solar shade constructed of extruded aluminum with spline channel for shade attachment. 1/8"x 1/8" continuous reveal on each side. Shade to feature injection molded end caps. Brackets are to be riveted to the head rail facial. The solar shade must be fabricated with "Sheer Weave 3000" or equal fabric.

2. Draperies in the meeting room and boardroom should consist of a top treatment (valance or cornice board), black-out lined over drapery and sheers. All drapes should be finished to a minimum of 200% fullness. Drapes shall hang from ceiling to 1/2" above the finished floor. Drapes shall be split traversing with 1/2" clear baton (36" long) and shall pull from the center of the window. The drapes shall have a 1" single side hem, 4" single heading and 4" double bottom hem. All stitching must be over locked and joined with safety stitching. Manufacturer to provide non-corrosive weights and heavy duty stainless steel pin hooks; pattern match all seams. The hardware should be ceiling mounted extruded aluminum architectural track. The track system to be a non-corrosive ceiling mounted system. The over drapery and sheers must be on two separate tracks.
3. Draperies in the guest corridors should consist of a top treatment (valance or cornice board), black-out lined stationary side panels and sheers. All drapes should be finished to a minimum of 200% fullness. Drapes shall hang from ceiling to 1/2" above the finished floor. Drapes shall be split traversing with 1/2" clear baton (36" long) and shall pull from the center of the window. The drapes shall have a 1" single side hem, 4" single heading and 4" double bottom hem. All stitching must be over locked and joined with safety stitching. Manufacturer to provide non-corrosive weights and heavy duty stainless steel pin hooks; pattern match all seams. The hardware should be ceiling mounted extruded aluminum architectural track. The track system to be a non-corrosive ceiling mounted system. The over drapery and sheers must be on two separate tracks.

## SECTION 1 – DESIGN CRITERIA

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4. Draperies in the guest rooms should consist of a top treatment (valance or cornice board), black-out drape panels, stationary side panels and sheers. The black-out drapes and sheers to hang from ceiling to the top of the PTAC unit (or from ceiling to floor when PTAC units are not used). The specifications are as follows:
  - a. Top Treatment: The valance or cornice board shall have a 14" deep return and shall run the full width of the window.
  - b. Over drapery (Black-out Panels): Panels shall be operable, black-out drapes with three-fold pinch (French) pleats, finished to a minimum of 200% fullness. Drapes shall be split traversing with ½" clear baton (36" long for typical guest rooms and 48" long for all ADA guest rooms) and all drapes shall pull from the center of the window. The drapes shall have a 1" single side hem, 4" single heading and 4" double bottom hem. All stitching must be over locked and joined with safety stitching. Manufacturer to provide non-corrosive weights and heavy duty stainless steel pin hooks; pattern match all seams. The hardware should be ceiling mounted extruded aluminum architectural track. The track system to be a non-corrosive ceiling mounted system. The over drapery and sheers must be on two separate tracks.
  - c. Side Panels: Panels shall be non-operable, black-out lined drapes with three-fold pinch (French) pleats, finished to a minimum of 275% fullness. Drapes shall hang from ceiling to ½" above the finished floor. The drapes shall have a 1" single side hem, 4" single heading and 4" double bottom hem. All stitching must be over locked and joined with safety stitching. Manufacturer to provide non-corrosive weights and heavy duty stainless steel pin hooks; pattern match all seams. The hardware should be ceiling mounted extruded aluminum architectural track. The track system to be a non-corrosive ceiling mounted system.
  - d. Sheers: Panels shall be operable, unlined drapes with three-fold pinch (French) pleats, finished to a minimum of 250% fullness. Drapes shall be split traversing with ½" clear baton (36" long for typical guest rooms and 48" long for all ADA guest rooms) and all drapes shall pull from the center of the window. The drapes shall have a 1" single side hem, 4" single heading and 4" double bottom hem. All stitching must be over locked and joined with safety stitching. Manufacturer to provide non-corrosive weights and heavy duty stainless steel pin hooks; pattern match all seams. The hardware should be ceiling mounted extruded aluminum architectural track. The track system to be a non-corrosive ceiling mounted system. The over drapery and sheers must be on two separate tracks.
  - e. All drapes shall be ceiling mounted, except in rooms with ceilings higher than 9'-0". In these rooms, the drapes may be wall mounted at 8'-0". Provide adequate blocking in the wall.

## SECTION 1 – DESIGN CRITERIA

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- f. Draperies or other fabric window treatment must be flame retardant woven fabric or be chemically treated to meet the most recent NFPA standard. Proof of compliance is required either by sewn-in manufacturer's tag or a letter on file from the manufacturer.
  - g. Operable draperies must be clear baton operated and must comply with ADA guidelines.
  - h. All drapery fabrics should be a minimum of 54"W; and a weight of 7 oz per linear yard or greater. All exposed edges must be covered by drapery returns.
  - i. Wood plantation shutters are required to have an applied paint or varnish finish. Exposed wood is not allowed. Local codes may require the finish meet or exceed all applicable local and state flammability codes and U.S. Flammability Code NFPA-701.
- E. Upholstered Furniture:
- 1. Upholstered furniture must have upholstery fabric, which meets or exceeds Class 1 (NFPA or UFAC) and foam, which meets or exceeds California 117; or must meet local and state codes where they are more stringent. Durability must be a minimum of 30,000 double rubs or greater. Light fastness must be 40 hours using test method AATCC (American Association of Textile Chemists and Colorists).
  - 2. Components (fabric, decking material, filling/padding, welt cord, and barrier material, if used) shall be tested in accordance with the "Standard Methods of Tests and Classification System for Cigarette Ignition Resistance of Components of Upholstered Furniture" NFPA 260-1993 Edition. All components shall conform to Class I criteria. Salt base flame retardant chemicals are not to be used.
  - 3. Upholstered goods, including their construction, must meet all local, state and federal standards which may require additional or more stringent testing (such as Flammability Test 133 in California and Illinois). These certification ratings are typically in addition to the NFPA 260, Class 1 rating.
  - 4. Components shall be tested in accordance with the "Standard Methods of Tests":
  - 5. All flame-retardant certificates of compliance to be provided to the hotel.
  - 6. Fabrics should be treated with a stain and/or soil release finish (scotchguard or Teflon is acceptable).
  - 7. Stretchers should be incorporated into all chairs, particularly in restaurants, lounges and other areas where excessive use is anticipated.

## **SECTION 1 – DESIGN CRITERIA**

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### **1-5.00 SPECIAL CONSTRUCTION (Graphics and Signs)**

- 1-5.01 All Hilton Garden Inn hotels must be identified with building signage.
- 1-5.02 Signage must be manufactured by one of the Hilton Hotels Corporation approved suppliers.
- 1-5.03 Signage requirements may be found at [www.hiltongardeninnfranchise.com](http://www.hiltongardeninnfranchise.com).
- 1-5.04 Exposed conduit or raceways are prohibited at the building face signs.

### **1-6.00 MECHANICAL / PLUMBING**

- 1-6.01 Heating and refrigerated type air conditioning system is required in all areas. PTAC units may be used for the guest rooms. Use central type air conditioning units for all other areas, either split-system, self-contained, or packaged roof-top type units.
- 1-6.02 Unions and cutoffs must be located on supply and return at each air-handling unit.
- 1-6.03 All ductwork must be metallic; fiberglass duct board is not acceptable. Any other materials used for ductwork may be submitted for review and approval.
- 1-6.04 Provide wall mounted thermostats in all non-guest room areas to effectively control the temperature in all designated areas.
- 1-6.05 Provide a separate stand-alone air conditioning unit for computer equipment room due to equipment heat output, suitable for year around operation.
- 1-6.06 Conceal visible devices as inconspicuously as possible. Coordinate finishes to match the surrounding surface and with architectural finishes to insure that there is no obvious disruption in their placement or pattern.
- 1-6.07 Screen all rooftop and ground-mounted equipment from guest views.
- 1-6.08 Conceal all water pipes in an attractive manner that coordinates well with the architectural finishes.
- 1-6.09 Provide fire sprinkler guards on all fire sprinkler heads in linen rooms, storage rooms, and all back of house areas.
- 1-6.10 Provide commercial grade plumbing fixtures for all public areas, complete with isolation valves and fixture stops.
- 1-6.11 Provide an automatic irrigation system for all exterior landscaping.
- 1-6.12 All domestic hot and cold water systems will be copper, alternate types of hot and cold water systems will be considered; however, must be submitted for review and approval.
- 1-6.13 Insulate all below ambient piping with closed cell insulation ( Armacell Armaflex, Nomaco, Imcolock, or Rubatex).

## SECTION 1 – DESIGN CRITERIA

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### 1-6.14 Ventilation (Make-up) Air Requirements:

#### A. General:

1. Make-up air enhances indoor air quality and can positively pressurize a building. While indoor air quality is very important to the health and satisfaction of hotel guests, a positively pressurized building assists in controlling water vapor transmission through the building envelope and maintaining even temperature throughout the interior.
2. Controlling water vapor protects the building from condensation in the wall cavities, thus reducing the potential for microbial growth.
3. Pressurization of the corridor will keep any smoke generated from within a guestroom inside the room and prevent it from entering the corridor. Therefore, a clear corridor is maintained for faster and easier egress of the occupants.
4. Provide 100% outdoor make-up air handling units that are specifically designed for this purpose and minimize maintenance and operational costs. Do not use common roof top units or other package units (including PTAC's) since they are not designed for this purpose.
5. Provide building air balance calculations to Hilton Hotels Corporation for review and approval using the form shown at the end of this section.
6. Outdoor ventilation air for each guest room must be ducted to the guest room, or the guest room air conditioner, whichever is easier. If local code requirements allow door undercuts and corridor make-up air systems this method will also be acceptable.

#### B. Design Air Flow Rates:

1. Make-up-air systems shall comply with ASHRAE Standard 62-2004 Ventilation for Acceptable Indoor Air Quality and local codes.
2. If continuous toilet exhaust fans are used, design for 25 CFM exhaust per guest room toilet, and transfer 35 CFM from the guest room for makeup.
3. If intermittent toilet exhaust fans are selected, provide 50 CFM when the fan is ON with 35 CFM transfer air from the guest room. The remaining 15 CFM would be infiltrated from the corridor or exterior wall leakage while the fan is operating.
4. Comply with local codes if they require air flows in excess of above.

#### C. Design Climate Data:

1. Summer: Select entering cooling coil conditions based on ASHRAE 0.4% summer design dry bulb and 0.4% wet bulb (not coincident wet bulb) temperatures.
2. Winter: Select entering air conditions based on ASHRAE Mean Annual Extreme Daily dry bulb winter design temperature; not Heating dry bulb temperature @ 99.6% or 99.0%).
3. Typical makeup air units should provide cooling capacities with approximately 160 to 250 CFM per nominal unit ton. Provide capacity selections that deliver cooling coil discharge temperature of 55 °F or less.

## SECTION 1 – DESIGN CRITERIA

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- D. **Makeup Air Units:** Provide completely factory assembled and tested unit, suitable for rooftop or on grade mounting and designed for 100% outdoor air operation, including the listed requirements:
1. Listed or labeled by ETL or UL to comply with local code requirements.
  2. Outdoor air intake hood with bird screen and motorized outdoor air damper if winter design temperature is 32 °F or below.
  3. Belt drive for air balance at actual static pressure.
  4. Two-inch MERV 12 synthetic media pleated filters without beverage board frames.
  5. Minimum of two independent cooling circuits for units up through nominal 25 tons, and four independent cooling circuits for 26 nominal tons and above (for capacity control and redundancy).
  6. Interlaced or series cooling coils. Face or horizontal split coils are not acceptable.
  7. Hot gas reinjection on lead refrigerant circuit for low load conditions.
  8. Hot gas reheat circuit and controls for humidity control (provides free reheat to keep cooling circuit in operation without over cooling space. Gas or electric reheat for this purpose is not acceptable due to additional energy operating costs. Humidity control may not be necessary at locations where the design conditions noted above is less than 80 grains/pound. Examples include the arid Southwest, but should be provided in those areas if there is a rainy season.
  9. Adjustable outdoor air compressor staging thermostats (to lock out compressors at ambient temperatures of approximately 60 and 80 °F for lead and lag compressor circuits, respectively. These keep from operating compressors when not required at lower OSA temperatures and protects against low ambient head pressure problems.
  10. Stainless steel gas-fired heat exchanger with 25 year non-prorated part warranty. Aluminized steel is not acceptable.
  11. Minimum 2-stage heating for 25-ton and smaller units and capable of providing room neutral air (68 – 72 °F) with discharge air supply thermostat. minimum 55 degree heating discharge air temperature if wall thermostat satisfied. Otherwise raw cold OSA may be introduced into corridor). If winter design temperature is below 32 degrees, recommend use 4-stage control for better comfort conditions. Provide 4-stage heating for units nominal 26-tons and larger, provide 4-stage control.
  12. Minimum 4-stage control for electric heaters, or maximum 10 kw per stage. .
  13. Low discharge air temperature limit lock out for winter design below 32 °F degrees.
  14. Heating/cooling interlock circuitry to prevent both heating & cooling from operating at same time.

## **SECTION 1 – DESIGN CRITERIA**

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15. A copy of RUN TEST report shipped with each unit including unit wiring diagram in control panel door.
16. 5 year compressor parts warranty and 25 year heat exchanger part warranty non-prorated- for 100% OSA application- IN WRITING.
17. Supply air smoke detector.
18. Assembled and internally insulated acoustical curb/plenum, minimum 14" high for down discharge or 30" high (36" for nominal 26 ton units and above) for side discharge.
19. Discharge air temperature sensor will control all heating, cooling, and hot gas reheat functions to provide room neutral air (68 – 72 °F) into the guest rooms and corridors.
20. Provide product submittal for unit to include complete descriptive, capacity, electrical and wiring data, including sequence of operation and control set-up procedures.
21. Phase & brown out protection (to protect against mechanical failure of scroll compressors running in reverse in event of phase reversal or burnout at low voltage conditions).
22. Stainless steel drain pan (for increased longevity at normal usage and a must for sea coast locations).
23. Double wall cabinet construction.
24. Coastal construction and phenolic coated condenser and evaporator coils within 5 miles of sea coast installations.
25. Make-up-air units shall be AAON, Inc. model RK/RM series or equivalent by Dectron, McQuay, Mammoth, Governair or as approved. For application and selection assistance, contact AAON national account representative for Hilton Hotels Corp. at phone number 901-345-6100. See Hilton Suppliers Corner for Make-Up Air Manufacturer's Representative.

**SECTION 1 – DESIGN CRITERIA**

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DATE: \_\_\_\_\_

***BUILDING AIR BALANCE SUMMARY FORM***

**PROPOSED MAKE-UP UNIT:**

Manufacturer: \_\_\_\_\_

Model #: \_\_\_\_\_

**EXHAUST AIR QUANTITIES:**

- A. Total Guest Room Bath Exhaust Air Quantities \_\_\_\_\_
  - B. Total Corridor, Vending, Linen, Storage, Etc. Exhaust Air \_\_\_\_\_
  - C. Total Lobby, Restaurant, Public Restroom Exhaust Air \_\_\_\_\_
  - D. Total Kitchen Exhaust Air \_\_\_\_\_
  - E. Total Meeting & Prefunction Exhaust Air \_\_\_\_\_
  - F. Total Exercise Room Exhaust Air \_\_\_\_\_
  - G. Total Office Area Exhaust Air \_\_\_\_\_
  - H. Total Back of House Exhaust Air \_\_\_\_\_  
(1) Service Corridors (2) Laundry (3) Pantry (4) Maintenance  
(5) Employee Break Room/Lockers (6) Storage
  - I. Misc. \_\_\_\_\_
- Total Exhaust Air CFM \_\_\_\_\_

**MAKE-UP AIR QUANTITIES & SOURCE:**

- A. Total Guest Room Bath Make-up Air Quantities \_\_\_\_\_  
(75% Diversity Permitted)\*
  - B. Total Corridor, Vending, Linen, Storage, Etc. Make-up Air \_\_\_\_\_
  - C. Total Lobby, Restaurant, Public Restroom Make-up Air \_\_\_\_\_
  - D. Total Kitchen Make-up Air \_\_\_\_\_
  - E. Total Meeting & Prefunction Make-up Air \_\_\_\_\_
  - F. Total Exercise Room Make-up Air \_\_\_\_\_
  - G. Total Office Area Make-up Air \_\_\_\_\_
  - H. Total Back of House Make-up Air \_\_\_\_\_  
(1) Service Corridors (2) Laundry (3) Pantry (4) Maintenance  
(5) Employee Break Room/Lockers (6) Storage
  - I. Misc. \_\_\_\_\_
- Total Make-Up Air CFM \_\_\_\_\_

Exhaust air < make-up air = > Positive building pressurization

Exhaust air > make-up air = > Building under negative pressure

\* For individually switched fans only.

## **SECTION 1 – DESIGN CRITERIA**

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### **1-7.00 ELECTRICAL**

- 1-7.01 All electrical wiring must be installed to meet national and local codes.
- 1-7.02 All lamps must be U.L. approved.
- 1-7.03 Aluminum branch wiring is not acceptable; however aluminum wiring may be used from the transformer to the main switch gear with proper maintenance procedures.
- 1-7.04 All electrical outlets shall be located at least 15" above floor level, unless local code or ADA requires otherwise.
- 1-7.05 All electrical panel boxes, distribution panels and electrical service equipment should be located in protected service areas or have lockable cabinets. These panels are not allowed in corridors of public spaces. It is strongly recommended that these panels not be located in open machine/mechanical areas or linen rooms.
- 1-7.06 All electrical panels and circuits must be labeled.
- 1-7.07 All system wiring shall be attractively concealed, provided other system equipment is not concealed in a manner that reduces its effectiveness or defeats its purpose.
- 1-7.08 Electrical outlets in all public corridors must be located 50'-0" on center, maximum.

## SECTION 1 – DESIGN CRITERIA

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- 1-7.09 Public Area lighting shall conform to the following ranges of illumination (in foot candles):
- |    |                               |          |
|----|-------------------------------|----------|
| A. | Pavilion Entrance             | 20-30 fc |
| B. | Pavilion Area                 | 20-30 fc |
| C. | Front Desk                    | 40-70 fc |
| D. | Dining and Bar Area           | 10-30 fc |
| E. | Passenger Elevator & Foyer    | 10-20 fc |
| F. | Pre-Function Area             | 30-50 fc |
| G. | Meeting Rooms/Boardrooms      | 60-70 fc |
| H. | Business Center               | 60-70 fc |
| I. | Meeting Room Access Corridors | 20-30 fc |
| J. | Coat Check Room               | 20-25 fc |
| K. | Restrooms                     | 20-30 fc |
| L. | Exercise Rooms                | 30-60 fc |
| M. | Administrative Offices        | 60-70 fc |
| N. | Stairwells                    | 20-25 fc |
| O. | Drive Entrances/Porte Cochere | 10-25 fc |
| P. | Exterior Paths & Walkways     | 2-5 fc   |
| Q. | Site Flags                    | 5 fc     |
| R. | Surface Parking Areas         |          |
|    | 1. Drive Aisles               | 2 fc     |
|    | 2. Parking Bays               | 5 fc     |
| S. | Parking Structures            |          |
|    | 1. Entrances                  | 10-25 fc |
|    | 2. Traffic Lanes              | 5 fc     |
|    | 3. Parking Bays               | 10 fc    |
| T. | Indoor Pool                   | 20 fc    |
- 1-7.10 Dimming equipment shall be provided for lighting control in each meeting room, restaurant, bar, lounge, and areas requiring multi-stage lighting. Separate dimmers are to be provided for the general lighting, decorative chandeliers, wall brackets and accent lighting in each room or area with local and/or remote control.
- 1-7.11 Use of energy efficient lighting is required and must be presented for review and written approval due to wide differences in actual lumens produced, color variations, specific Kelvin temperature, design relationship and aesthetics. For all hotel properties located in California, all public area lighting must comply with California Title 24.

## SECTION 1 – DESIGN CRITERIA

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- 1-7.12 Lighting with a minimum level of fifteen (15) foot candles measured at the guestroom entry door lock and room number location must be provided in guestroom access corridors.
- 1-7.13 Lighting with a minimum level of five (10) foot-candles measured at the floor level must be provided in elevator lobbies.
- 1-7.14 Emergency lighting with a minimum of one (1) foot-candle must be provided for all areas of the hotel, including all public areas (excluding guestrooms) and back of house areas.
- 1-7.15 Required emergency lighting and power facilities will be automatic, not requiring any manual action to activate the system after failure of normal operations.
- 1-7.16 Emergency lighting and power shall remain on for a minimum of one and one half-hours or until normal power is resumed.
- 1-7.17 Power for emergency lighting shall be supplied from one of the following sources:
- 1) An auxiliary powered electrical generator.
  - 2) Approved reliable electrical storage batteries with trickle charge system.
- 1-7.18 Provide protective covers for lights located in linen rooms, storage rooms and all back of house areas.
- 1-7.19 All fire/emergency exits must be identified with illuminated exit signs powered by an **automatically switched emergency power source** other than the public utility.

## SECTION 1 – DESIGN CRITERIA

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1-7.20 A sound system is required in all the public areas listed below. System must have volume and zone controls and be located at or near the hotel's Front Desk. A separate sound is required in each of the meeting rooms separated by operable partitions with the ability to combine all of the separate meeting rooms on one system if all or any part of the meeting room partitions are removed.

	<b>Area</b>	<b>Accessible Volume Controls</b>
A.	Canopy	No
B.	Vestibule	No
C.	TV Lounge	Yes
D.	Pavilion Pantry (Optional)	Yes, if installed
E.	Restaurant	No
F.	Bar	No
G.	Public Restrooms	No
H.	Meeting Rooms	Yes
I.	Boardroom	Yes
J.	Pre-function Area	No

**SECTION 2 – SITE DEVELOPMENT**

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**2a. SITE**

**2b. CANOPY**

**SECTION 2a - SITE**

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**2a-1.00 GENERAL**

- 2a-1.01 Fire lanes, fire hydrants, siamese connections, fireman's access, etc. are to be located and provided per code and fire department requirements.
- 2a-1.02 Parking and drive areas must be concrete or sealed asphalt. Heavy duty, 6" thick concrete must be used at service yard, trash collection area and loading areas. All work must conform to the applicable standards of the State DOT Standard Specifications.
- 2a-1.03 Continuous 6" concrete curbs and gutters are required at all drives and paved areas. Asphalt curbs are not allowed. Special consideration should be given to pedestrian access to secondary building entrances/exits. Reference ADA for handicapped accessible ramps, steps, curb ramps, connected accessible routes, etc.
- 2a-1.04 Concrete aprons are required at all curb cuts and should be constructed in accordance with local and county standards. All concrete used in vehicular areas is to be minimum 3500 psi and shall receive non-slip, broom finish.
- 2a-1.05 All parking and driveway areas must have adequate drainage to prevent ponding. All parking areas must have a minimum of 2% slope and shall not exceed a maximum of 6% slope. Entrance and service drives shall not exceed a maximum of 10% slope.
- 2a-1.06 The parking area must provide a minimum of one space for each guestroom. Additional spaces may be required contingent on local code requirements, employee-parking requirements, and meeting room needs.
- 2a-1.07 In projects that exceed prototype meeting space requirements, provide one additional parking space for each 55 square feet of additional meeting space or the minimum amount of parking as required by local zoning, whichever is greater.
- While the above are minimum requirements, it should be noted that Hilton Hotels Corporation is prepared to consider different ratios and off-premise parking in those locations where local practice support this, and where Hilton Hotels Corporation, in its sole discretion, deems it advisable.*
- 2a-1.08 The minimum width of drive lanes must be 24'-0" between parking stalls.
- 2a-1.09 The minimum length of parking stalls must be 18'-0" from face of curb to drive lane.
- 2a-1.10 The minimum width of parking stalls must be 9'-0" centerline to centerline (8'-6" minimum width for compact cars with Hilton Hotels Corporation approval).
- 2a-1.11 Reference ADA for required number of accessible parking spaces, sizes, entrance accessibility, routes, etc. Any curb ramp must be identifiably painted and surfaced with a non-slip finish. Accessible parking spaces must have appropriate international signage. Van parking must have "Van Accessible" mounted below the symbol of accessibility.

**SECTION 2a - SITE**

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- 2a-1.12 Parking garages or ramps designed with exterior decorative screens rather than permanent walls must be equipped with suitable protective guardrails for guest safety and protection.
- 2a-1.13 All public-parking garages must be open to the exterior (open area equal to a minimum of 50% of floor area) or contain a powered ventilation system and carbon monoxide detection.
- 2a-1.14 Provide three (3) externally illuminated flag poles (Country, State and Hilton Garden Inn flags) located per prototype site plan near building entry. Flagpoles must be a minimum 25' - 0" high above ground, cone-tapered aluminum, with spun luster aluminum finish, complete with ball top fitting, trucks, internal halyards, flashing collars and similar accessories. Building mounted flag poles must be approved by Hilton Hotels Corporation. Wood or plastic poles and brackets are not allowed.
- 2a-1.15 Exterior landscaping must be of a nature to enhance the high quality theme and decor of the hotel. Landscaping is an integral part of the "feeling" of a Hilton Garden Inn.
- 2a-1.16 Landscaping must include, but not be limited to, walkway treatments, accent lighting, plants, ground cover, trees, flowers, fountains, etc.
- 2a-1.17 All site areas which do not consist of building footprint or hardscape shall be treated with landscaping. A total of 10% of the total site area must be landscaped. Initial specimens shall be of a size to give the impression of maturity at opening.
- 2a-1.18 A Landscape Architect shall be responsible for developing landscaping plans, and obtaining all local permits. Hilton Hotels Corporation reserves the right of final approval on all landscape plans.
- 2a-1.19 Provide a minimum 3' wide planting area with irrigation around the building. Hilton Hotels Corporation is prepared to consider deletion of this requirement for restricted urban sites, upon approval of an alternate plan.
- 2a-1.20 All ground-level mechanical equipment, service entries/drives, loading docks, retention ponds, fences, walls or adjacent structures shall be screened from public view by appropriate landscaping buffer and/or decorative fencing or wall.
- 2a-1.21 All planters, shrubbery, columns, signs, light fixtures, posts, etc., which are located in vulnerable positions must be protected by means of curbs and/or bumper guards and shall be spaced a minimum of 36" from face of curb where parked cars overhang.
- 2a-1.22 Use gravel around area drains (in landscaped areas) in lieu of peat moss to avoid washing out. All slopes/banks shall be properly planted to prevent erosion.
- 2a-1.23 Hold planting media a minimum of 2" below curbs to prevent "overflow" of soil and water.

**SECTION 2a - SITE**

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- 2a-1.24 Plant material must be guaranteed to live and grow in a healthy condition for a period of 1 year, commencing with the acceptance of the work. At the conclusion of this guarantee period, dead or obviously unhealthy materials must be replaced without delay with the same species originally planted, and of a size closely approximating the size of the plant if normal growth had occurred since the original planting. Replace all dead material immediately
- 2a-1.25 Retaining walls located in any guest-visible areas shall be designed by the structural engineer to be constructed either of stone, masonry or concrete with a stone or masonry veneer.
- 2a-1.26 Provide adequate guardrails (per code requirements) on all retaining walls, which are accessible to guests, employees, visitors, or adjacent property owners.
- 2a-1.27 Building rainwater must be collected in gutters and conducted through downspouts. Downspouts must never drain across sidewalks. Downspouts may be connected to underground drain lines, which extend laterally beneath the sidewalk and exit through the curb face to the street/parking areas.
- 2a-1.28 Provide complete surface and subsurface drainage systems to collect and dispose of all surplus ground water. All site drainage shall flow away from buildings. No site drainage shall cross over walkways or pedestrian areas. No ponding will be permitted.
- 2a-2.00 FINISHES**
- 2a-2.01 All sidewalks shall be poured-in-place concrete, brick or concrete pavers and must be 5'-0" in width.
- 2a-2.02 All patios and terraces shall be broom finish concrete with 4'-0" grid pattern, brick pavers or decorative stamped concrete are recommended.
- 2a-2.03 Provide decorative stamped concrete or brick pavers at the canopy. Pavers must be non-slip and sealed for a cleanable surface.
- 2a-3.00 SPECIAL CONSTRUCTION (Graphics and Signs)**
- 2a-3.01 The hotel must be identified by the prominent display of a freestanding ground sign. The proper copy required on the ground sign is available on the Hilton Hotels Corporation website [www.hiltongardeninnfranchise.com](http://www.hiltongardeninnfranchise.com). The Hilton Garden Inn must have a Building sign that is a minimum of 100 square feet; unless restricted by code.
- 2a-3.02 The ground sign must be attractively landscaped in such a manner so as to protect the sign pedestal from damage.
- 2a-3.03 Site directional signage may be required. Types, sizes, and colors will be reviewed for proper usage on an individual basis.

**SECTION 2a - SITE**

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2a-3.04 Handicapped parking spaces must have signage identifying the space as reserved for handicapped guest only. Accessible parking signage must be located so that a vehicle parked in the space can not obscure it.

2a-3.05 The following disclaimer verbiage is to be recommended in all parking areas on the site: "Park at your own risk. Remove all valuables from vehicle. Owner and management have no liability for loss or damage." Sign shall be mounted along parking lanes at each light pole or independent pole with spacing not to exceed 100'.

**2a-4.00 MECHANICAL / PLUMBING**

2a-4.01 All landscaped areas are required to be irrigated with a system to be designed by the Landscape Architect or a qualified irrigation consultant/contractor and submitted to Hilton Hotels Corporation for approval.

2a-4.02 All parking structures must be fully sprinklered unless open 60% or greater.

2a-4.03 Parking garages and surface parking lots shall be designed to provide positive drainage to prevent standing water.

2a-4.04 Provide hose bibbs as required by code. In addition, provide yard hydrants (1-1/4") at all wash-down locations (service drives, parking areas, loading dock, dumpster/compactor locations, pool deck, entry canopy, sidewalks, etc.) Locate yard hydrants at 400' intervals, maximum.

2a-4.05 The supply piping for hose bibbs to be installed below frost line. Hose bibbs and yard hydrants shall be frost-proof (when applicable).

**2a-5.00 ELECTRICAL**

2a-5.01 Provide illuminated stairs in parking structure.

2a-5.02 Provide elevators in parking structure greater than three floors.

2a-5.03 All building exterior lighting must be ground mounted with a concrete mounting pad. No lights are to be mounted on any part of the building.

**SECTION 2b - CANOPY**

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**2b-1.00 GENERAL**

- 2b-1.01 Front entrance canopy shall be so designed as to provide space for (2) full-size cars to drive under canopy and for motorists to exit from car without exposure to the elements. Covered access to the canopy area from the hotel entrance must be 20'-0" minimum and clear of obstructions. Complete elevations of entrance canopy are to be included in the final plans. It is recognized that in downtown/city center locations, the provision for a canopy may not be practical. Hilton Hotels Corporation will consider waiving this requirement in appropriate circumstances, based upon alternative plans illustrating entry prominence.
- 2b-1.02 Wall mounted smoking stations may be used in the area adjacent to the canopy; the location must not be at the entrance into the hotel and code compliant.
- 2b-1.03 Canopy clearance height must be 13' 0" or greater, with signage identifying exact height at its lowest point above pavement. Verify canopy height requirement with local Fire Marshal.

**2b-2.00 FINISHES**

- 2b-2.01 To create the high-quality first impression desired, a decorative non-slip surface paving, such as brick, stone, tile pavers or stamped concrete is required under the entry canopy. Hand troweled, scored concrete, floated concrete or asphalt is not allowed.
- 2b-2.02 Canopy support columns and other features at the building entry that could be damaged by car doors, luggage carts, etc. must be finished with a high-quality, hard durable material. Exterior Insulation Finish System should not be used for wall finish in areas subject to impact.

**2b-3.00 SPECIAL CONSTRUCTION (Graphics and Signs)**

- 2b-3.01 Clearance signage is not required for canopies 15' 0" high or greater. Letter height shall not be smaller than 6", and color shall contrast with the background color.

**2b-4.00 ELECTRICAL**

- 2b-4.01 Provide a waterproof 120 v. 20 a. convenience outlet adjacent to entrance.
- 2b-4.02 Background music is required in the canopy area in the soffits.

**SECTION 3 – PAVILION AREA**

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- 3a. PAVILION / VESTIBULE**
- 3b. REGISTRATION AREA**
- 3c. TV LOUNGE**

## **SECTION 3a – PAVILION / VESTIBULE**

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### **3a-1.00 GENERAL**

- 3a-1.01 A distinguishing feature of a prototypical Hilton Garden Inn hotel is a glass-walled pavilion. This signature glass-walled structure supports a cupola with a 30-foot ceiling and contains the Pavilion, registration, restaurant and lounge in a common area. See prototype drawings for area requirements.
- 3a-1.02 The Pavilion area, in non-prototypical urban hotels, is required to be a minimum of 2,000 square feet or 8 square feet per guestroom, whichever is greater, excluding the Registration Desk, Guest Services Desk and corridors accessing the public elevators.
- 3a-1.03 Guests must have a barrier-free access to the Pavilion/registration area.
- 3a-1.04 An accessible area designated for luggage carts must be provided adjacent to the Pavilion entry vestibule, or in an alcove near the elevator / front desk.

### **3a-2.00 DOORS, WINDOWS and HARDWARE**

- 3a-2.01 Entrance doors to the Pavilion must be in a vestibule configuration. Automatic, bi-parting entrance doors are required. Where revolving doors are used, additional 3' wide hinged doors in the vestibule must be provided to accommodate disabled guests and luggage carts. Main entrance vestibules shall be a minimum of 12'-0" deep with automatic opening doors.
- 3a-2.02 Provide an electronic card reader with electronic lock interface and intercom at entrance vestibule. Intercom and electronic lock interface are to terminate at front desk to allow after hour's communications and access to pavilion. Provide an interface switch on the sidewall of the front desk to release the vestibule's electronic lock.

### **3a-3.00 FINISHES**

- 3a-3.01 LOBBY:
- Floors - Decorative hard surface / Carpet
  - Base - Stained wood base (painted wood base is allowed if all other millwork is painted)
  - Walls - Paint / Vinyl wall covering
  - Ceiling - Gyp board painted
- 3a-3.02 VESTIBULE:
- Floors - Decorative hard surface with walk off mats
  - Base - Tile Base
  - Walls - Storefront and Glass / Gyp board painted
  - Ceiling - Gyp board painted smooth finish
- 3a-3.03 Only painted gyp board ceilings allowed in the Vestibule areas.

**SECTION 3a – PAVILION / VESTIBULE**

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**3a-4.00 FF&E**

3a-4.01 The Pavilion area must create a comfortable, secure and socially oriented atmosphere. Furnishings and finishes selected must enhance the overall decor in order to give the feel of casual elegance associated with quality upscale hotels.

- 3a-4.02
1. The Hilton Garden Inn properties must have Lobby/Pavilion seating for six (6) to twelve (12) depending on layout. Seating must be fully upholstered, contract/commercial grade fabric, high quantity chairs and sofas. Vinyl upholstery is only allowed as a seat fabric in the dining area. Soft seating areas must include sofa, lounge chairs, end tables, lamps and cocktail tables.
  2. All furniture to reflect residential character and be of contract quality. Refer to prototypical drawings for recommended location, number and groupings of individual pieces.

3a-4.03 Tables used in Pavilion areas must be high quality, commercial/contract rating. Top surfaces must be laminate with solid wood edge or better. All other surfaces must be wood, wood veneer, decorative metal, or better. It is recommended that all wood occasional tables feature a 1/4" thick, tempered glass protective top with pencil edge.

3a-4.04 All public areas shall be lit with warm white lamps.

**3a-5.00 MECHANICAL / PLUMBING**

3a-5.01 HVAC must be provided in the vestibule area.

**3a-6.00 ELECTRICAL**

3a-6.01 There must be a minimum of one (1) house phone adjacent to Pavilion; no wall mounted public phones or house phones are allowed in the Pavilion Area. There must be one duplex outlet provided for TDD type phone.

3a-6.02 General lighting in the Pavilion area shall be dimmable recessed incandescent or fluorescent and cove lighting fixtures with dimmer controls by functional zones. Dimmer controls must have a preset three scenes setting capability.

3a-6.03 Background music is required in the vestibule.

## SECTION 3b – REGISTRATION AREA

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### 3b-1.00 GENERAL

3b-1.01 See prototype drawings for front desk layout and requirements.

3b-1.02 Front desk minimum number of workstation requirements for non-prototypical hotel:

No. of Rooms	No. of Stations
75 - 189	2
190 - 300	3
300 - 350	4

3b-1.03 The finished height of the front desk transaction surface must not be more than 48" above finished floor.

3b-1.04 Safe-deposit boxes are required. The number and size of safe-deposit boxes required will vary depending upon the number of rooms and market. A minimum of 1 box per every 20 rooms shall be provided unless in-room safes are available. Safe-deposit boxes must be located at the front desk or in a room adjacent to the front desk area. Provide different size boxes and place them in the backwall cabinets or in an area suitable for privacy. In room safes must be free to guests and large enough for lap top computer

3b-1.05 Provide a section of the front desk or designate a specific location for disabled guests to provide registration and other services; that is a minimum of 36" in length with a maximum of 34" in height (see ADAAG 7.2). The gate must have non-marring caster.

### 3b-2.00 FINISHES

3b-2.01 REGISTRATION AREA:

Floors - Decorative hard surface / Carpet

Base - Wood base / Decorative hard surface

Walls - Vinyl wall covering / Stained millwork (painted allowed if all other millwork in the space is painted)

Ceiling - Gypsum board painted

3b-2.02 The front desk's exterior finish must be stained natural wood or granite. Painted wood is an option only if the remainder of the millwork is painted. Wood or laminate transaction surface is not allowed; ¾" thick granite top is required for the top writing surface. Exposed edges must be smooth and a bullnose edge is preferred. . The employee side of the desk may be plastic laminate or wood.

### 3b-3.00 FF&E

3b-3.01 Artwork and/or decorative artifacts are required in the back wall niches of the front desk, per the prototype drawings and FF&E specifications.

**SECTION 3b – REGISTRATION AREA**

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**3b-4.00 MECHANICAL / PLUMBING**

3b-4.01 Provide an adjustable air supply diffuser above the front desk, connected to the Pavilion area mechanical HVAC system.

**3b-5.00 ELECTRICAL**

3b-5.01 The vestibule intercom must be connected to the front desk phones; a desk type intercom or wall-mounted intercom at the front desk is prohibited. An interface switch on the sidewall of the front desk to release the vestibule's electronic lock is required.

3b-5.02 A remote off/on switch for the fireplace pilot light must be provided and must be located on the sidewall of front desk.

3b-5.03 Each workstation must have as a minimum a duplex electrical outlet and single phone, single data port above the counter. Dedicated phone lines are required. Below the counter must be a minimum of two quad electrical outlets and two data ports for each workstation. All outlets must be dedicated and isolated ground, 20A. The electrical outlets below the desk must not be on the same 20 amp dedicated isolated grounded circuit as the outlets above the desk. Each dedicated circuit may provide power up to three workstations per 20A circuit. Extension cords and power strips are not allowed. See prototypical front desk drawings.

3b-5.04 The Computer room should contain a metal, floor mount, 72"H x 19"W x 30"D, 4-rail rack with 4 shelves must be provided for the OnQ equipment. Additional systems may require that additional racks (up to 3 typically, a minimum of 2) be provided. A minimum of one dedicated 20A quad outlet and two dedicated 15A quad outlets must be provided adjacent to the rack. All outlets must be isolated ground. See prototypical front desk drawings.

## SECTION 3c – TV LOUNGE

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### 3c-1.00 GENERAL

3c-1.01 All Hilton Garden Inn hotels are required to have a TV Lounge. The TV Lounge shall be designed to create living room atmosphere incorporating a fireplace, built-in bookcases/shelving unit to house a TV and have a minimum of ten (10) seats.

3c-1.02 The location of the TV Lounge should be directly adjacent to the Lobby.

3c-1.03 All electrical and mechanical devices such as diffusers, grilles, thermostats and convenience outlets must be thoroughly coordinated with design of the Lounge.

### 3c-2.00 FINISHES

#### 3c-2.01 LOUNGE:

Floors - Decorative hard surface / Carpet

Base - Stained wood base / Decorative hard surface

Walls - Vinyl wall covering / Gyp board painted

Ceiling - Gypsum board painted

### 3c-3.00 FF&E

3c-3.01 All seating must be of commercial grade; and upholstered with commercial grade fabric. Components (fabric, decking material, filling/padding, welt cord, and barrier material, if used) shall be tested in accordance with the "Standard Methods of Tests and Classification System for Cigarette Ignition Resistance of Components of Upholstered Furniture" NFPA 260-1993 Edition. All components shall conform to Class I criteria. Salt base flame retardant chemicals are not to be used.

3c-3.02 Upholstered goods, including their construction, must meet all local, state and federal standards which may require additional or more stringent testing (such as Flammability Test 133 in California and Illinois). These certification ratings are typically in addition to the NFPA 260, Class 1 rating.

3c-3.03 Components shall be tested in accordance with the "Standard Methods of Tests":

- A. Durability: 30,000 double rubs or greater. Test: Wyzenbeek - either the cotton duck or wire mesh method acceptable.
- B. Light fastness: 40 hours. Test Method: A.A.T.C.C. (American Association of Textile Chemists and Colorists).

3c-3.04 All flame retardant certificates of compliance to be provided to the hotel.

3c-3.05 All fabric surfaces must be treated for stain-resistance and meet all Life Safety and other code requirements.

3c-3.06 A 32" or larger LCD HDTV panel television is required for the lounge area.

**SECTION 3c – TV LOUNGE**

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**3c-4.00 SPECIAL CONSTRUCTION**

- 3c-4.01 A prefabricated vented fireplace must be provided with manufacturer's full width heavy-duty cast iron bar grate, true flame gas-fired, molded ceramic cast oak logs with loose embers and cinders. Offset vent pipe to clear depth of TV located above the fireplace.
- 3c-4.02 The fireplace must have a pilot light and key-operated starter. Gas supply must automatically shut off when pilot light is extinguished. A remote controller located at registration desk may be provided and connected to the fireplace starter.
- 3c-4.03 Fireplace must have a black steel mesh spark guard screening with screen pulls and double pane bi-fold glass doors for safety. Doors must be fully tempered clear glass with polished exposed edges, top and bottom rails, pull handles and positive spring closure.
- 3c-4.04 The fireplace must have controllable vents to regulate the heat into the space or expel up the flux.

**3c-5.00 MECHANICAL / PLUMBING**

- 3c-5.01 Individual thermostatically controlled heating and refrigerated air conditioning for year round control must be provided. Mechanical systems shall be so designed and constructed as to provide adequate filters and adjustable outside air intake and powered exhaust system. Linear diffusers must be used in gyp board ceilings.

**3c-6.00 ELECTRICAL**

- 3c-6.01 A remote on/off switch for the fireplace pilot light must be provided in the workspace behind front desk.
- 3c-6.02 Provide a carbon monoxide detector at the fireplace, in an inconspicuous location. This device must be connected to the main fire safety system.
- 3c-6.03 Background music with accessible controls is required in the TV Lounge.

## **SECTION 4 – PAVILION PANTRY**

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### **4-1.00 GENERAL**

- 4-1.01 Pavilion Pantry must be a minimum of 70 square feet. It should be located adjacent to the registration desk.
- 4-1.02 Provide lockable base cabinets for pantry storage.
- 4-1.03 Front desk personnel should have visual control of pantry area.

### **4-2.00 FINISHES**

#### 4-2.01 THE PAVILION PANTRY:

- Floors - Decorative hard surface
- Base - Decorative hard surface or stained wood.
- Walls - Grooved plastic laminate slat wall display panels and shelving / or built in millwork; painted accent wall (opposite entry opening)
- Ceiling - Painted gypsum board

### **4-3.00 FF&E**

- 4-3.01 A commercial grade black exterior/white interior reach-in double door cooler/refrigerator and separate single glass door reach in freezer with self-contained condensation evaporation system must be provided for the pantry area. Unit must be NSF and U.L. approved. The units must have a minimum of four vinyl coated adjustable shelving for product display. Exterior surfaces must be black, interior surfaces should be white. No brand endorsements are allowed on the units.

## **SECTION 4 – PAVILION PANTRY**

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4-3.02

Pantry Finishes:

- a. The floor finish shall be decorative porcelain tile floor or natural stone floor with stained wood or tile base.

Product Specification

Manufacturer: Dal Tile; 1713 Stewart Street Santa Monica, CA 90404

Contact: John Hall ph: 310.453.9112 fax: 310.453.1783

Product No: MI-20 Monticito color Crema

Size: 18"x 18"

Grout Color: Mapei "Ultracolor"

Grout Joint: 1/16"

Coefficient of Friction: 0.6 wet 0.66 dry

General: all materials and methods of construction must comply with state, local , fire and life safety codes and Hilton Garden Inn Standards.

- b. The wall finish to be decorative Type II vinyl, 20 oz per linear yard wallcovering on any walls not covered with grooved plastic laminate slat wall display panels and shelving and/or built in millwork.
- c. The finish and style of the millwork should match the front desk millwork.
- d. All millwork shelving should be adjustable using concealed wall standards. Standard shelves should be a minimum of 36" long. Shelves should be at least 3/4" thick and finished in plastic laminate or a stained wood finish to match the front desk.

### **4-4.00 SPECIAL CONSTRUCTION (Graphics and Sign)**

4-4.01 Pavilion pantry must be identified with signage (see Interior signage package).

### **4-5.00 MECHANICAL / PLUMBING**

4-5.01 Refrigerator and freezer units must have remote compressors.

4-5.02 Year round thermostatically controlled heating and refrigerated air conditioning is required. Linear diffusers are required.

### **4-6.00 ELECTRICAL**

4-6.01 General lighting shall be with continuous, controlled by a key switch or a disconnect at the circuit breaker.

**SECTION 4 – PAVILION PANTRY**

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4-6.02 Background music in the pantry is optional, however if it is installed, accessible controls must also be installed.

**SECTION 5 – FOOD and BEVERAGE**

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**5a. RESTAURANT**

**5b. BAR**

**SECTION 5a – RESTAURANT**

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**5a-1.00 GENERAL**

- 5a-1.01 A restaurant capable of providing a high quality meal is required in each Hilton Garden Inn hotel. The total number of restaurant seats should equal approximately 40% of the guestroom count (see prototype drawings for exact seat count and layout). Market specific variations may suggest more seating. Hilton Hotels Corporation reserves the right to individually review each plan based on local market demands/requirements.
- 5a-1.02 All Hilton Garden Inn hotels must have a fully equipped kitchen that is capable of preparing and servicing the demands of the hotel facility.
- 5a-1.03 All Hilton Garden Inn hotels are required to serve breakfast, lunch, dinner and dinner delivery known as a **"full food and beverage operation"** including the bar and meeting room facilities.
- 5a-1.04 The location of the restaurant should be convenient to the guestrooms and have direct access to the kitchen.
- 5a-1.05 Restaurant must have an outdoor dining terrace of approximately 650 square feet or larger.
- 5a-1.06 The restaurant is required to have concealed bussing stations, waitress stations and kitchen access.
- 5a-1.07 The Hilton Garden Inn restaurant must have display cooking and a Buffet area.
- 5a-1.08 Restrooms must be easily accessible from the restaurant entrance.
- 5a-1.09 Acoustical treatment/isolation must be provided in ceiling assemblies of the restaurant in non-prototypical hotels where guestrooms or function space are located directly above.
- 5a-1.10 All electrical and mechanical devices such as diffusers, grills, thermostats and convenience outlets must be thoroughly coordinated with design of the restaurant, and located as inconspicuously as possible in the area.
- 5a-1.11 Background music is required in the restaurant.

**SECTION 5a – RESTAURANT**

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**5a-2.00 FINISHES**

5a-2.01 RESTAURANT:

Floors - Decorative hard surface / Carpet

Base - Wood base / Decorative hard surface

Walls - Vinyl wall covering; painted accent wall (display cooking wall)

Ceiling - Acoustical tile / Gyp board painted

5a-2.02 The interior decor of the restaurant should create the environment normally associated with a top quality restaurant. The furnishings, finishes and lighting must provide a visually upscale image.

5a-2.03 All patios and terraces shall be broom finish concrete with 4'-0" grid pattern. Brick pavers or decorative stamped concrete are recommended. Slope to drain away from building.

**5a-3.00 FF&E**

5a-3.01 Seating must be top-of-line manufacturer's commercial grade; chair seats should be upholstered using a vinyl fabric and backs must be upholstered with commercial grade cloth fabric. The required banquette must have seats that are upholstered in vinyl material with fabric back upholstery. A wood chair with a vinyl upholstered seat is acceptable for Traditional style seating used in the dining room.

5a-3.02 All fabric surfaces must be treated for stain-resistance and meet all Life Safety and other code requirements.

5a-3.03 Dining tables must have a solid wood edge binding and a high-pressure laminate top surface or better. Table size must produce a minimum 324 sq. in. of surface area or more per person. A minimum 60% of the tops should be approximately 24" x 30" in size for versatility. Table base must be designed to support tabletops without tipping over easily when weight is applied to one side.

5a-3.04 Stack chairs and folding banquet or temporary tables are not permitted in the restaurant.

**5a-4.00 MECHANICAL / PLUMBING**

5a-4.01 Zoned, thermostatically controlled heating and air conditioning system must be provided, except where the restaurant is in an open environment and approved by Hilton Hotels Corporation.

5a-4.02 Provide food service hood exhaust systems with adequate makeup air to minimize impact on adjacent spaces. Where exhaust air is intended to be transferred from adjacent areas, provide adequate pathways for transfer to occur, and interlock the makeup air sources with the kitchen exhaust.

5a-4.03 Grease drains that are directed to grease traps shall use cast iron piping systems that allow mechanical cleaning when blockages occur.

**SECTION 5a – RESTAURANT**

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**5a-5.00 ELECTRICAL**

5a-5.01 Restaurant lighting should provide varying intensity levels, with the absolute minimum providing adequate light to read a menu.

5a-5.02 General lighting in the restaurant shall be recessed incandescent or dimmable fluorescent light fixtures with dimmer controls. Dimmer controls must have a preset three scene setting capability. Locate the dimmer control panel at the beverage service area concealed from public view.

5a-5.03 A duplex electrical outlet with surge protection and a standard Ethernet jack (RJ-45) with high speed internet access must be offered at the restaurant banquet seating area. Connections for a minimum of four guests must be provided.

**SECTION 5b - BAR**

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**5b-1.00 GENERAL**

- 5b-1.01 All Hilton Garden Inn hotels are required to provide bar service (unless the location is a dry county or other extreme circumstances that are outlined and identified in the License Agreement with Hilton Hotels Corporation. See prototype plans for bar configuration and location.
- 5b-1.02 Bars should be located adjacent to the restaurant and have access to the kitchen.
- 5b-1.03 Restrooms must be easily accessible from the Bar.
- 5b-1.04 Bussing stations, when provided in the bar, must be concealed.
- 5b-1.05 Acoustical treatment/isolation must be provided in ceiling assemblies of the bar where guestrooms or function space are located directly above the bar.
- 5b-1.06 All electrical and mechanical devices such as diffusers, grills, thermostats and convenience outlets must be thoroughly coordinated with design of the bar.

**5b-2.00 FINISHES**

- 5b-2.01 BAR:
- Floors - Decorative hard surface
  - Base - Decorative hard surface
  - Walls - Vinyl wall covering
  - Ceiling - Gypsum board painted
- 5b-2.02 The bar must be a permanent fixture. Finish should be stained or painted wood, tile, stone or other approved material with granite countertop.
- 5b-2.03 Bar furnishings and finishes should be designed to create a relaxing social atmosphere.

**5b-3.00 FF&E**

- 5b-3.01 Purse hooks must be provided at the bar for guest convenience.
- 5b-3.02 Seating must be of commercial grade; the seat back must be upholstered with commercial grade fabric with vinyl upholstered seat.
- 5b-3.03 All fabric surfaces must be treated for stain-resistance and meet Life Safety and all other code requirements.
- 5b-3.04 It is recommended that at least 60% of seating be deuce seating with square or rectangular tables that can be easily combined for flexibility.

**SECTION 5b - BAR**

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5b-3.05 Tabletops should be high-pressure decorative laminate with a wood edge or better. Table bases must be designed to support tabletops without tipping over easily when weight is applied to one side.

5b-3.06 Provide a 32" LCD HDTV minimum remote controlled TV.

**5b-4.00 MECHANICAL / PLUMBING**

5b-4.01 Individual thermostatically controlled heating and refrigerated air conditioning for year round control must be provided, except in those locations where the bar has been designed for an open environment and approved by Hilton Hotels Corporation. Mechanical systems shall be so designed and constructed as to provide adequate filters and adjustable outside air intake and powered exhaust system.

**5b-5.00 ELECTRICAL**

5b-5.01 Bar lighting should provide varying intensity levels, with the absolute minimum providing adequate light to safely access all areas within the bar.

5b-5.02 General lighting in the bar shall be recessed incandescent with dimmer controls or dimmable fluorescent light fixtures. Dimmer controls must be located at the bar and concealed from guest view.

5b-5.03 Background music is required in the bar.

5b-5.04 High Speed Internet Access and electrical outlets must be conveniently placed in the bar area for guest use.

## **SECTION 6 - PUBLIC RESTROOMS**

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### **6-1.00 GENERAL**

6-1.01 There shall be one restroom each for men and women in the Pavilion building. The restrooms shall not open directly onto the lobby area. The number of lavatories, stalls and urinals is to be as shown on the prototype drawings or as dictated by code, whichever is more stringent.

6-1.02 Direct line of visual sight or line of sight via mirror reflection into restrooms with multiple stalls is prohibited.

6-1.03 The floor and base shall be porcelain tile or natural stone. A minimum floor tile size is 12" x 12" is required.

6-1.04 The toilets must have white, open front plastic seats with stainless steel check hinges.

1. Toilet accessories are required as follows:

- a. A combination sanitary seat cover and toilet tissue dispensers, and napkin disposal (in women's only) must be installed in each toilet stall. Toilet tissue dispensers must be a non-restrictive type. A reserve dispenser must be included in each unit.
- b. A fully recessed sanitary napkin/tampon-dispensing machine must be installed in women's restroom.
- c. Semi-recessed, flush mounted, paper towel dispensers and trash receptacles must be installed in all restrooms. A stainless steel motion activated towel dispenser equal to EN-Motion by Georgia Pacific is recommended.
- d. Decorative facial tissue dispenser must be provided at vanities.
- e. Built-in liquid soap dispenser must be installed at each vanity bowl.
- f. Coat hook must be mounted at 48 inches above finished floor on the back of toilet partition doors. Provide a secondary coat hook in compliance with the ADA for disabled stalls.

6-1.05 Toilet and urinal partitions are required. Wall mounted partitions must be provided for all urinals.

### **6-2.00 DOORS, WINDOWS and HARDWARE**

6-2.01 Restroom entrance doors must be a minimum of 3'-0" wide solid core door with self-closing hardware.

6-2.02 Restroom entrance doors must have push/pull plates and kickplates on the door.

6-2.03 Toilet partition doors must be hung from the same side.

6-2.04 Toilet partition doors must be a minimum of 2'-6" wide and be self-closing. Accessible stall door widths to comply with ADA.

## SECTION 6 - PUBLIC RESTROOMS

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6-2.05 Partitions and doors must be constructed of high pressure laminate or better. Painted metal partitions are not acceptable.

### 6-3.00 FINISHES

6-3.01 PUBLIC RESTROOMS:

Floors - Non-slip decorative hard surface material

Base - 6" Decorative hard surface material

Walls - Porcelain Tile/Vinyl Wall Covering

Ceiling - Acoustical tile/Gyp board painted

6-3.02 Floors and base must be a non-slip or unglazed porcelain ceramic tile (12" x 12" minimum), with all-purpose edges, 3/8" thick.

Product Specification:

Floor Tile:

Manufacturer: Dal Tile 1713 Stewart Street Santa Monica, CA 90404

Contact: John Hall ph: 310.453.9112 fax: 310.453.1783

Product No: MI-20 Monticito

Color: Crema

Size: 12"x 12" (Bull nose base, 4" high)

Grout Color: Mapei "Ultracolor"

Grout Joint: 1/16"

Coefficient of Friction: .6 wet .66 dry

General: all materials and methods of construction must comply with state, local, fire and life safety codes and Hilton Garden Inn standards.

6-3.03 The flooring must have a 6" high sanitary cove base.

6-3.04 Grout lines must be as narrow as possible (1/16" recommended). Grout shall be a non-shrink type epoxy or sealed latex Portland cement grout to minimize staining.

6-3.05 Floor to ceiling ceramic tile is required for installation at walls containing water closets and urinals. Vinyl wall covering is to be used at all other walls. Vitreous ceramic tile (self-aligning) is recommended, for walls to be tiled, in dimensions 12" x 12".

## **SECTION 6 - PUBLIC RESTROOMS**

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- 6-3.06 Walls are to have Type II – 20 oz vinyl wallcovering. It is recommended that a tile wainscot with base be provided on all walls or a full height tile wall be provided on all wet/plumbing walls. Minimum wall tile size of 12"x 12".
- Product Specification:
- Wall Tile (wet walls):
- Manufacturer: Dal Tile 1713 Stewart Street Santa Monica, CA 90404
- Contact: John Hall ph: 310.453.9112 fax: 310.453.1783
- Product No: MI-20 Monticito
- Color: Crema
- Size: 12"x 12" (base 4" high)
- Grout Color: Mapei "Ultracolor"
- Grout Joint: 1/16"
- Coefficient of Friction: .6 wet .66 dry
- General: all materials and methods of construction must comply with state, local , fire and life safety codes and Hilton Garden Inn standards.
- 6-3.07 Granite vanity tops to be provided. They should be ¾" thick with polished edge, polished sink cutout for under mount china bowl and three holed faucet; 4" back and side splashes with polished and eased edge. Plastic laminate tops are not allowed.
- 6-3.08 A 6"-10" vanity front or apron that matches the counter top material is required to conceal plumbing. Vanity design must include provisions to comply with ADA requirements.
- 6-3.09 Framed mirrors (minimum 48" H x 30" W) are required, centered over each lavatory bowl. Side mounted wall sconces are acceptable for additional lighting.
- 6-4.00 FF&E**
- 6-4.01 A decorative, framed, full-length mirror near the entrance of each of the men's and women's restrooms is required. Recommend beveled edge mirrors. Mirror placement must avoid creating sight line into the restroom.
- 6-4.02 A baby changing station is required in each Public Restroom.
- 6-5.00 SPECIAL CONSTRUCTION (Graphics and Signs)**
- 6-5.01 Men's and women's restrooms must be clearly identified, including international symbols.

## **SECTION 6 - PUBLIC RESTROOMS**

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### **6-6.00 MECHANICAL / PLUMBING**

- 6-6.01 Provide thermostatically controlled heating and refrigerated air conditioning.
- 6-6.02 Provide all restrooms with a continuously operated ducted exhaust system complying with ASHRAE Standard 62.1-2004. Provide electrical interlock with air handling system that provide the makeup air for public restrooms so that the makeup air is provided whenever toilet exhaust is provided.
- 6-6.03 Design the mechanical system in the public restrooms area to maintain a negative pressure with respect to adjacent areas to prevent odor migration. Provide adequate pathways for transfer air from adjacent area.
- 6-6.04 Provide a chrome plated brass floor drain and hose faucet in the restrooms.
- 6-6.05 Provide vitreous china lavatories (sinks) with under-mount bowls with an integral overflow design.
- 6-6.06 Provide chrome plated brass lavatory (sink) faucets. Touch-less automatic electronic faucet operation is recommended.
- 6-6.07 Provide vitreous china, wall mounted, low flow water closets with elongated bowls flush valve operation. Touch-less automatic electronic flushing valves are recommended
- 6-6.08 Provide vitreous china wall mounted urinals with chrome plated brass flush valves, or of the waterless design. Touch-less automatic electronic flush valves are recommended.
- 6-6.09 Water closet seats shall be white, solid plastic, open front and self-sustaining with metal hinges without covers.
- 6-6.10 All fixtures shall be white.
- 6-6.11 Exposed plumbing shall be chrome-plated.
- 6-6.12 Provide an electric water cooler near restrooms.

### **6-7.00 ELECTRICAL**

- 6-7.01 A GFCI convenience electrical outlet must be located on a sidewall of the lavatory vanity.
- 6-7.02 Lights in public restrooms must be a "keyed" switch motion sensor or controlled at the circuit breaker so that they remain on at all times. The motion sensor must have a delay of 30 minutes from the last detection of movement in the defined area prior to shut down.
- 6-7.03 Background music is required in the Public Restrooms.

**SECTION 7 – MEETING FACILITIES**

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- 7a. MEETING ROOMS**
- 7b. BOARDROOMS**
- 7c. PREFUNCTION AREA**
- 7d. MEETING ROOM STORAGE**

## **SECTION 7a - MEETING ROOMS**

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### **7a-1.00 GENERAL**

- 7a-1.01 All properties must provide a minimum of 750 square feet of meeting space to a maximum of amount of 5,000 square feet unless approved by Hilton Garden Inn.
- 7a-1.02 Additional meeting rooms may be added based on local market needs. Hilton Hotels Corporation must approve meeting facilities attached to a Hilton Garden Inn property.
- 7a-1.03 Guests must have barrier-free access to all meeting rooms. Reference ADA for required portable assistive listening devices required in areas when seating is movable.
- 7a-1.04 There must be direct access from the meeting rooms to the lobby without exposure to the elements. It is permissible for hotels to have meeting rooms on floors other than the lobby floor contingent upon
1. Adequate exits and access to the stairwells.
  2. Provisions for food service.
  3. Convenient access to public restroom located on same floor.
  4. Acoustical isolation from guestrooms.
  5. Convenient access to elevators.
- 7a-1.05 The minimum ceiling height for meeting rooms shall be nine feet six inches (9'-6"), and eleven feet (11'-0") for meeting rooms 2000 square feet or greater.
- 7a-1.06 All permanent walls surrounding the meeting rooms must extend to the underside of the structure above and shall have a minimum acoustical rating of STC-54.
- 7a-1.07 All operable partitions shall be top-supported and have a laboratory STC of 52 minimum and field-tested NIC 42. A permanent acoustical separation having a rating of not less than STC 52 must be installed above each operable partition and extended to the underside of the structure above. Seal all wiring and piping penetrations. Ductwork may not cross subdivisions. Provide hard surfaced, flush walls where operable partitions terminate to insure proper bedding of joint seal.
- 7a-1.08 Operable partitions must be standard steel construction with minimum 24 ga. steel faces and sound-retardant core assembled to minimum 16 ga. reinforced steel frame, insulated to achieve acoustical performance specified.
- 7a-1.09 Provide a positive bulb-seal type mechanical closure (hinged closure not acceptable) with minimum 250 lbs. pressure. Provide sufficient structural support in abutting walls to compensate for this requirement.
- 7a-1.10 Movable partition walls must be designed to stack in pocketed openings with doors.
- 7a-1.11 Storage space equal to 15% minimum of the total meeting room floor space is required (unless with fixed furniture layout).
- 7a-1.12 Prefunction areas are required where meeting rooms are provided.

## **SECTION 7a - MEETING ROOMS**

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7a-1.13 All meeting facilities must have buffet counters. Counters must be installed in alcoves and be a minimum 24" deep and extend the width of the alcove. Countertops must be granite; 34" high base cabinets are required and must be finished to match room décor and finishes.

### **7a-2.00 DOORS, WINDOWS and HARDWARE**

7a-2.01 Provide 180° door viewers in both entrance and service doors to meeting rooms. Install viewers at centerline of the doors, 60" above finished floor, looking into the meeting room.

7a-2.02 Meeting room entrance doors must be a minimum of 3'-0" x 7'-0" and shall swing flat and be held open against the corridor / prefunction wall. Paired doors shall be not less than 3'-0" wide by 7'-0" tall for each leaf.

7a-2.03 All service doors shall be not less than 3' wide.

7a-2.04 Interior doors must be solid core wood, plastic laminate or better finish. Painted hollow metal doors are not allowed for interior doors. Kickplates are required on the meeting room side of interior doors.

7a-2.05 Doors shall be able to be secured or provided with electronic locks.

### **7a-3.00 FINISHES**

7a-3.01 MEETING ROOM:

Floors - Carpet

Base - 6" Stained wood base (painted wood is allowed if the millwork throughout the hotel is painted)

Walls - Vinyl wall covering above chair rail/painted below chair rail

Ceiling - Acoustic tile / Gypsum board painted

7a-3.02 COAT ROOM (Optional):

Floors - Carpet

Base - Wood base

Walls - Painted

Ceiling - Acoustic tile/Gypsum board painted

7a-3.03 Operable partitions must be covered with manufacturer's standard fabric or carpet wallcovering. Coordinate color, or match vinyl wall covering.

7a-3.04 Wall covering - walls must be finished with 20 oz. Type II vinyl wall covering or better, with a Class "A" flame spread rating.

## **SECTION 7a - MEETING ROOMS**

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7a-3.05 Meeting rooms must have a coffered ceiling with no more than 66% of a ceiling's surface being lay-in acoustical tiles. Tiles can be located in the uppermost portion of a ceiling coffer with perimeter ceiling and coffered sides constructed of gypsum wallboard (smooth finish-painted).

### **7a-4.00 FF&E**

7a-4.01 Seating must be stack type chairs or better, with padded seats and backs upholstered with commercial fabric or better. Chair seat to be a minimum of 18" wide x 22" deep. Recommend stacking bars on stack chairs.

7a-4.02 Window treatments must have blackout capability. Blackout and drape may be combined. Provide sheers between window and blackout/drape. It is recommended that valance or cornice be provided as well.

7a-4.03 A minimum of two wall décor pieces is required. Each is to be a minimum of 800 sq in (including frame).

### **7a-5.00 SPECIAL CONSTRUCTION (Graphics and Signs)**

7a-5.01 All meeting facilities must be identified with signage identifying the room name and maximum occupancy.

### **7a-6.00 MECHANICAL / PLUMBING**

7a-6.01 Individual thermostatically controlled year round heating and refrigerated air conditioning is required in each individual meeting room/space. Mechanical systems shall be so designed to provide adequate filtered and adjustable outside air intake and exchange.

7a-6.02 PTAC'S are not permitted.

7a-6.03 A designated thermostat must be provided in each space.

### **7a-7.00 ELECTRICAL**

7a-7.01 Electrical outlets, every 20 ft. on permanent walls, must be available for display purposes. For all meeting rooms seating more than 100 people, one 220-240VAC outlet must be provided. Recommend placing each sub-division of meeting room on a separate circuit to avoid overloading.

7a-7.02 Public address and background music system with accessible controls are required in meeting rooms, permanently installed in each section.

7a-7.03 Telephone outlets and data ports for computer hookup are required in each section of the meeting room, placed along sidewalls.

7a-7.04 Provide a minimum of one MATV receptacle in each meeting room subdivision.

**SECTION 7a - MEETING ROOMS**

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- 7a-7.05 Lighting for divisible meeting rooms shall be controlled by local dimmers and by remote dimmers allowing combined dimming control of subdivided spaces.
- 7a-7.06 Lighting must be recessed with both direct and indirect fluorescent lights, dimmer controlled, direct incandescent lights and wall wash or track lights to provide lighting for perimeter of room. Switching of lamps within the fixtures is not an acceptable method of dimmer controls. A decorative chandelier may be used.
- 7a-7.07 Meeting room lighting shall be designed to provide flexibility in lighting:
- A. Provide dimmable incandescent and fluorescent lighting.
  - B. Provide recessed dimmable incandescent lighting at buffet counter and entry door capable of providing seventy (70) foot-candles at counter top and entry floor.
- 7a-7.08 It is strongly suggested that each property review all power, High Speed Internet access, telephone and video conferencing needs based on customer demands.

**SECTION 7b - BOARD ROOMS (OPTIONAL)**

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**7b-1.00 GENERAL**

- 7b-1.01 Boardrooms shall have a minimum of 325 square feet each.
- 7b-1.02 Guests must have barrier-free access to all boardrooms.
- 7b-1.03 All permanent walls surrounding the boardroom must extend to the underside of the structure above and shall have a minimum acoustical rating of STC- 54.
- 7b-1.04 A buffet counter capable of serving both food and beverage for 12 people is required. The Top surface must be a minimum of 24" deep and 48" wide. Tops must be granite and installed on a 34" high finished wood cabinet base.
- 7b-1.05 A wood cabinet housed white board with a writable surface must be mounted so that the bottom of the cabinet is at least 36" from the floor.

**7b-2.00 DOORS, WINDOWS and HARDWARE**

- 7b-2.01 Provide 180° door viewers in both entrance and service doors to meeting rooms. Install viewers at centerline of the doors, 60" above finished floor looking INTO the boardroom.
- 7b-2.02 Boardroom entrance doors must be a minimum of 3'-0" x 7'-0" and shall swing flat and be held open against the corridor wall.
- 7b-2.03 All service doors shall not be less than 3' wide.
- 7b-2.04 Interior doors must be solid core wood, plastic laminate or better finish. Painted hollow metal doors are not allowed for interior doors.

**7b-3.00 FINISHES**

- 7b-3.01 BOARD ROOM:  
Floors - Carpet  
Base - 6" wood base  
Walls - Vinyl wall covering  
Ceiling - Acoustic tile / Gypsum board painted
- 7b-3.02 Walls must be finished with 20 oz., Type II or fabric textured vinyl with a Class "A" flame spread rating or better.
- 7b-3.03 Boardrooms must have a coffered ceiling with a smooth finish, painted gyp. board ceiling, to provide a high-end finished appearance.

**SECTION 7b - BOARD ROOMS (OPTIONAL)**

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**7b-4.00 FF&E**

7b-4.01 Boardroom must have furnishings and décor to create an ambiance of a top level executive type meeting facility.

7b-4.02 Window coverings must have blackout capability. Blackout and drape may be combined. Provide sheers between window and blackout / drape.

7b-4.03 Seating - a minimum of 12 chairs fully upholstered with commercial grade fabric or leather with armrests, swivel/tilt bases, and casters are required. Vinyl fabrics are not acceptable.

7b-4.04 Conference Table - a permanent conference table with a minimum seating capacity of 12. Table surfaces and edges to be wood, wood veneer or marble/granite. Glass or lacquer finish is not acceptable. Power strip, High Speed Internet Access and phone plugs are encouraged in the center of the table.

7b-4.05 Wall Decor - a minimum of 1,000 square inches of wall decor is required. Wall decor can be, but is not limited to, soft hangings, lithographs, or original paintings.

**7b-5.00 SPECIAL CONSTRUCTION (Graphics and Signs)**

7b-5.01 All Boardrooms must be identified with signage identifying the room name and maximum occupancy.

**7b-6.00 MECHANICAL / PLUMBING**

7b-6.01 Individual thermostatically controlled year round heating and refrigerated air conditioning is required in each boardroom, adjustable upon occupant's request. Mechanical systems shall be so designed to provide adequate filtered and adjustable outside air intake and exchange.

7b-6.02 Packaged Terminal Air Conditioners are not permitted.

7b-6.03 A thermostat must be provided within each boardroom and adjustable upon occupant's request.

**7b-7.00 ELECTRICAL**

7b-7.01 A 120v., 20a., duplex outlets, every 12 ft. on perimeter walls must be provided.

7b-7.02 A minimum of one MATV receptacle in each boardroom must be provided.

7b-7.03 Telephone outlets and data ports for computer hookup are required in boardroom placed beneath the conference table and along the sidewalls. Recommend a double receptacle, with high-speed internet RJ-45 and voice / data RJ-11 connections, at each phone outlet location.

**SECTION 7b - BOARD ROOMS (OPTIONAL)**

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- 7b-7.04 A telephone with speakerphone feature is required in the boardroom. The telephone must be equipped with both audio (bell) and visual (light) ring indicator, with an off/on switch for the audio indicator.
- 7b-7.05 Lighting must be recessed, dimmer controlled, direct incandescent lights with wall wash or track lights to provide lighting for perimeter of room. Switching of lamps within the fixtures is not an acceptable method of dimmer controls. Decorative chandelier, pendant fixture and wall sconces may be used.
- 7b-7.06 Provide dimmable incandescent and/or fluorescent lighting.
- 7b-7.07 Background music with accessible controls is required in the boardroom.

**SECTION 7c – PREFUNCTION AREA**

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**7c-1.00 GENERAL**

7c-1.01 There must be direct access from the prefunction area to the lobby without exposure to the elements. Provide a dedicated prefunction space for meeting spaces that are 2,000 square feet or larger. Space not allowed adjacent to guestrooms.

7c-1.02 Service access from the meeting service corridor or the main kitchen to the prefunction area must be provided.

7c-1.03 The prefunction area may result from the oversizing of public circulation within the function spaces rather than the assignment of a specific and separate space to the purpose.

7c-1.04 The prefunction area must be a minimum of eight feet wide.

**7c-2.00 DOORS, WINDOWS and HARDWARE**

7c-2.01 Meeting room entrance doors must be a minimum of 3'-0" x 7'-0" and shall swing flat against prefunction walls, without interfering with decorative lighting or graphics.

7c-2.02 Interior doors must be solid core with wood, plastic laminate or better finish. Exterior doors shall be painted hollow metal or aluminum storefront.

**7c-3.00 FINISHES**

7c-3.01 PREFUNCTION AREA:

Floors - Decorative hard surface / Carpet

Base - 6" Wood base / Decorative hard surface

Walls - Vinyl wall covering

Ceiling - Gypsum board painted

7c-3.02 Wall covering – walls must be finished with 20 oz. Type II vinyl wall covering or better, with a Class "A" flame spread rating.

7c-3.03 Acoustical tiles, when used, must not exceed 33% of the ceiling surface area. Acoustical tiles must be located in the uppermost portion of a ceiling coffer with perimeter ceiling and coffered sides constructed of gypsum wallboard (smooth finish-painted).

**7c-4.00 FF&E**

7c-4.01 Provide area to serve as breakout spaces. Seating selection and placement shall be easily removable for setting up prefunction activities.

**7c-5.00 SPECIAL CONSTRUCTION (Graphics and Signs)**

7c-5.01 Provide standard graphics package, including directions and information.

**SECTION 7c – PREFUNCTION AREA**

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**7c-6.00 MECHANICAL/PLUMBING**

7c-6.01 All visible devices shall be located as inconspicuously as possible, shall be finished to match the surrounding surface and shall be coordinated with architectural finishes to insure that there is no obvious disruption in their placement or pattern.

7c-6.02 Coordinate the location of fire extinguisher cabinets with millwork, decorative lighting, furniture and artwork.

**7c-7.00 ELECTRICAL**

7c-7.01 Receptacles and jacks shall be placed as inconspicuous as possible.

7c-7.02 All ceiling devices shall be symmetrically placed. In coordinating the location of devices, the correct placement of light fixtures shall take precedence over all other items.

7c-7.03 Provide 120v., 20a., duplex receptacles at 50'-0" o.c. for cleaning.

7c-7.04 Provide lighting with a combination of decorative and recessed incandescent fixtures.

7c-7.05 Provide a minimum of (1) one house telephone per designated meeting room.

7c-7.06 Phone jacks provided adjacent to each meeting room entrance is optional.

7c-7.07 Background music required in the prefunction area.

## **SECTION 7d – MEETING ROOM STORAGE**

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### **7d-1.00 GENERAL**

7d-1.01 The area of lockable storage for the meeting rooms is required to be a minimum of 15% of the total meeting room square footage.

7d-1.02 Meeting room storage should be located central to the meeting rooms. Direct access into meeting rooms is not recommended especially if service corridor is provided.

7d-1.03 Meeting room storage walls should be protected from damage when used for storage of tables and chairs. Recommend fiberglass reinforced panels or painted concrete block construction.

### **7d-2.00 DOORS, WINDOWS and HARDWARE**

7d-2.01 A minimum 4'-0" W by 7'-0" H door to meeting room storage must be provided.

7d-2.02 An automatic closer with hold open operation, kickplates and lockset on meeting room storage doors must be provided.

### **7d-3.00 FINISHES**

7d-3.01 MEETING ROOM STORAGE:

Floor – Vinyl composite tile

Base – Vinyl cove base

Walls – Fiberglass reinforced panel / Painted block wall

Ceiling – Painted gypsum board or structure

### **7d-4.00 ELECTRICAL**

7d-4.01 Meeting room storage must be illuminated with a minimum of twenty (20) foot-candles measured at 36" above finished floor. Fixtures must have a protective wire or plastic enclosure.

7d-4.02 A minimum of one 120v., 20a., duplex receptacle adjacent to entrance must be provided.

## **SECTION 8 – BUSINESS CENTER**

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### **8-1.00 GENERAL**

- 8-1.01 The Business Center should be located convenient to the guest elevators and adjacent to office area for assistance.
- 8-1.02 Provide a minimum of two (2) workstations. Provide a minimum of one workstation for personal laptops. See Operations Manual for equipment requirements and specifications.
- 8-1.03 The Business Center should have a warm and inviting residential design character, design must be approved by Hilton Hotels Corporation.

### **8-2.00 DOORS, WINDOWS and HARDWARE**

- 8-2.01 The Business Center main entry door must have an electronic card key access lock and the connecting door to the office area must have a push button access lock. Deadbolt must be removed.
- 8-2.02 The main entry door to the Business Center must have a glass vision panel and a large window is recommended for increased visibility security in the room.
- 8-2.03 Upper cabinets on workstations must be lockable, for supply storage.

### **8-3.00 FINISHES**

#### **8-3.01 BUSINESS CENTER**

- Floors - Carpet
- Base - Wood
- Walls - Vinyl Wall Covering
- Ceiling - Acoustic tile /gypsum board painted (smooth finish)

- 8-3.02 Wall and base cabinets must be furniture quality with all exposed surfaces made of wood or plastic laminate. Desk top must be 30" above finished floor.

### **8-4.00 FF&E**

- 8-4.01 The Business Center must have the following equipment, per Brand standards:
1. Color printer with drivers available 24 hours per day by CD-ROM or weblink.
  2. A/B switch for the printer (optional).
  3. Copy machine with collating ability.
  4. FAX machine (plain paper) (optional with Front Desk access).
  5. Minimum of 2 personal computers with USB access.
  6. Printer on print Valet.
- 8-4.02 Herman Miller MIRRA® chairs must be provided for each workstation.

## **SECTION 8 – BUSINESS CENTER**

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### **8-5.00 SPECIAL CONSTRUCTION (Graphics and Signs)**

- 8-5.01 Directions to the Business Center must be clearly marked from the elevator on the business center floor.
- 8-5.02 Signage indicating 24-hour availability must be clearly visible at entry.
- 8-5.03 All equipment and telephones in the Business Center must have printed instructions for their operation.

### **8-6.00 MECHANICAL / PLUMBING**

- 8-6.01 Provide a central HVAC supply and return to the room that will be capable of keeping room at desired temp.

### **8-7.00 ELECTRICAL**

- 8-7.01 Recessed lighting fixtures shall be lit continuously; provide with a key switch or a disconnect at the circuit breaker panel.
- 8-7.02 At each workstation provide a minimum of one phone, one data and one quad outlet. These should be located within five feet of the workstation. All outlets must be isolated ground. Each dedicated circuit may provide power up to three workstations per 20A circuit. Extension cords and power strips are not allowed.
- 8-7.03 Coordinate telephone data and electrical outlets with Business Center layout and provide floor outlets and/or drop cords if required.
- 8-7.04 An electrical outlet and data outlet must be provided below the counter for each desktop computer station and one electrical outlet and one data outlet above the counter for the required laptop station for guest use.
- 8-7.05 A wall-mounted clock must be provided.
- 8-7.06 A waste receptacle must be provided.

**SECTION 9 - RECREATIONAL FACILITIES**

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- 9a. SWIMMING POOL / WHIRLPOOL
- 9b. POOL/EXERCISE ROOM TOILET
- 9c. EXERCISE ROOM

**SECTION 9a – SWIMMING POOL / WHIRLPOOL**

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**9a-1.00 GENERAL**

- 9a-1.01 All Hilton Garden Inn hotels must have a swimming pool and a whirlpool.
- 9a-1.02 Each property must comply with applicable local and state codes and regulations. Where such codes or regulations are less stringent, Hilton Hotels Corporation standards must be met in addition to the regulatory requirements.
- 9a-1.03 All pools shall be constructed in accordance with "Minimum standards for public swimming pools" as published by the National Spa and Pool Institute.
- 9a-1.04 Exterior pool, when provided, must have a minimum water surface area of 600 square feet.
- 9a-1.05 All design criteria for the swimming pool will also apply to the whirlpool where applicable.
- 9a-1.06 Interior pool must have a minimum water surface of 350 square feet and a width of not less than 15'-0".
- 9a-1.07 "Free-form" pools are to have a surface water area equivalent to the above. Permitted in exterior applications only.
- 9a-1.08 The whirlpool must be located near the pool and have a minimum 50 square feet surface area.
- 9a-1.09 Fencing (minimum 60" high) is required around all exterior pool areas. (Chain link or wood fencing is not acceptable). Recommend vinyl or aluminum fencing with brick, stone or block pilasters. Top rail to be rounded and pointed finials and exposed ends of pickets are not permitted.
- 9a-1.10 All pools shall have a minimum depth of water in the shallow end of the main swimming area of 3'-0". The depth of the deep end shall be a maximum of 5'-0".
- 9a-1.11 Decks around indoor pools must be a minimum of 5'-0" wide. Additionally, a minimum 500 square feet of deck area must be provided adjacent to the swimming pool for seating.
- 9a-1.12 All pools must have two means of entry and exit; this may be accomplished with ladders, stairs, steps, or recessed steps.
- 9a-1.13 The pool deck area must be sloped away from the pools and have adequate drainage. Decks are not permitted to drain into landscaped areas.
- 9a-1.14 Diving boards, platforms and slides are prohibited.
- 9a-1.15 A toilet facility is required adjacent to the pool area. Exterior pool should have easy access to toilet facility. Recommend poolside showers for interior and exterior pools.

**SECTION 9a – SWIMMING POOL / WHIRLPOOL**

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- 9a-1.16 An outdoor sun deck of a minimum of 500 square feet is required where indoor pools are provided. The deck should be located on the west or southwest side of the building.
- 9a-1.17 A deck area around the pool for lounging and poolside activities must be provided.
- 9a-1.18 In locations where the pool occurs directly below guestrooms, ceiling assemblies must be acoustically treated to limit sound transference.
- 9a-1.19 A pool furniture storage area must be provided when an exterior pool is incorporated into project.
- 9a-1.20 The orientation of the outdoor pool should be such that it receives unobstructed sunlight from midmorning to late afternoon. Provide some guestrooms with views of the pool; screen any exterior views toward the pool.
- 9a-1.21 Pool equipment and chemicals must be located in a lockable, vented storage room away from guest view.
- 9a-1.22 The pool equipment room must be located in an area to minimize noise and aesthetic impact. Screen all exterior equipment from public view.
- 9a-1.23 Outdoor pool areas shall be appropriately landscaped. See prototype landscape drawing for layout.
- 9a-1.24 Pool coping must be precast and installed in sections. Poured-in-place cantilevered concrete decks are not allowed.
- 9a-1.25 All inground pools and whirlpools must be gunite construction with a troweled on white marble plaster finish. Fiberglass pool and whirlpools are not allowed.
- 9a-1.26 A professional fitted pool cover equal to Merlin Industries Dura-Mesh must be installed when the pool is closed for the season. The temporary use of pool covers is prohibited. When used, pool covers and their installation must meet the requirements of the *ASTM Standard Performance Specification for Safety Covers and Labeling Requirements for all Covers for Swimming Pools, Spas and Hot Tubs, F1346 (R1996)*.
- 9a-2.00 DOORS, WINDOWS and HARDWARE**
- 9a-2.01 Indoor pool area must have card key access locks on all publicly accessible interior and exterior doors.
- 9a-2.02 Pool area must be securable after hours, and accessible only by hotel staff.
- 9a-2.03 Entry gates to outdoor pool shall be self-closing and have the entry handles and/or latch mounted at 48" A.F.F. to prevent access by unaccompanied children.

**SECTION 9a – SWIMMING POOL / WHIRLPOOL**

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**9a-3.00 FINISHES**

9a-3.01 INTERIOR POOLS:

- Floors - Ceramic tile
- Base - 6" Ceramic Tile
- Walls - Ceramic tile and epoxy paint
- Ceiling - Epoxy paint

9a-3.02 Provide 4'-0" ceramic tile wainscot at all walls.

9a-3.03 The color of all pools shall be white, light colored, or light colored patterns to facilitate the identification of any objects within the pool.

9a-3.04 Pool decks shall be of a non-slip, non-heat retaining surface or material to reduce the slipping hazards associated with wet surfaces.

9a-3.05 Surfaces of pool decks must be a non-slip texture per code or health department requirements. Coefficient of friction to be a minimum of 0.60 wet or greater.

Product Specifications:

A. POOL WALL:

Manufacturer: Dal Tile 1713 Stewart Street Santa Monica, CA 90404

Contact: John Hall 310.453.9112 fax: 310.453.1783

Product: Semi Gloss #0136661P4

Color: X735 Almond

Finish: Semi-gloss

Grout: Mapei "Ultracolor"

General Notes: Refer to the Interior Design prototype drawings for tile detail.

B. POOL WALL - BORDER:

Manufacturer: Dal Tile 1713 Stewart Street Santa Monica, CA 90404

Contact: John Hall 310.453.9112 fax: 310.453.1783

Product: Gold Rush #5292

Color: 5208/5207 combination

Finish: Semi-gloss

Grout: Mapei "Ultracolor"

General Notes: Refer to the Interior Design prototype drawings for tile detail.

**SECTION 9a – SWIMMING POOL / WHIRLPOOL**

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C. POOL- DECK FLOOR:

Manufacturer: Dal Tile 1713 Stewart Street Santa Monica, CA 90404

Contact: John Hall 310.453.9112 fax: 310.453.1783

Product: Porcelain #CD31881T

Color: Beige

Size: 6" x 6"

Finish: Abrasive Grain

Grout: Mapei "Ultracolor"

Coefficient of Friction: .7 wet .82 dry

General Notes: Refer to the Interior Design prototype drawings for tile detail.

D. POOL- WATERLINE TILE:

Manufacturer: Dal Tile 1713 Stewart Street Santa Monica, CA 90404

Contact: John Hall 310.453.9112 fax: 310.453.1783

Product: Aquarium Series

Color: P070 Morning Surf

Size: 6"x 6"

Finish: Semi gloss

Grout: Mapei "Ultracolor"

General Notes: Refer to the Interior Design prototype drawings for tile detail.

9a-3.06 Where used, exposed metal is to be chrome-plated brass, bronze, or stainless steel to meet local codes.

9a-3.07 High quality, non-corroding finishes are to be provided throughout pool area, including ceiling, walls and floors.

**9a-4.00 FF&E**

9a-4.01 Provide chaise lounges, tables and seating to accommodate a minimum of eight (8) people in the pool area. Indoor pools shall provide more chairs and tables than chaises.

9a-4.02 Provide an ADA approved pool access, i.e. a Hoyer lift.

**SECTION 9a – SWIMMING POOL / WHIRLPOOL**

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- 9a-4.03 The following pool safety equipment will be provided and readily available at every pool on the property and within the immediate pool area:
- A. At least one shepherd's hook or pole with a minimum length of twelve (12) feet.
  - B. At least one life ring that has a United States Coast Guard (USCG) approval for each swimming pool. In addition, each life ring shall be attached to a line with a minimum diameter of 3/16". The minimum length of the lifeline must be 1½ times greater than the greatest width of the pool.

**9a-5.00 SPECIAL CONSTRUCTION (Graphics and Signs)**

- 9a-5.01 4"x4" tall ceramic tile water depth and "No Diving" markings are to be placed, in contrasting colors, against the pool coping and on the inside rim of the pool perimeter, above the water line. Measurement indicators are to be in feet and inches. The international "No Diving" symbol may be used in lieu of words. Stenciled, vinyl appliqué and painted markings are not allowed.
- 9a-5.02 The coping is to have a non-slip finish.
- 9a-5.03 Pool depths will be marked on the pool coping/deck around the perimeter of the pool at reasonable intervals and at every twelve inches (12") of pool depth change.
- 9a-5.04 In addition to English markings, hotels have the option of marking pool depths in metric units for dual units of measurement, with the English above the metric units, where English is the primary measurement. All international and designated gateway city hotels must have pool depth markings in both metric and feet and inches.
- 9a-5.05 Actual pool depths must be measured and verified prior to marking the pool deck and sides.

**SECTION 9a – SWIMMING POOL / WHIRLPOOL**

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9a-5.06 The following information is to be included in the pool signage, plus any additional information required by state and local ordinances:

Pool hours are \_\_\_ AM to \_\_\_ PM.

Pool for registered guests only.

Disclaimer sign which reads: Owners and Management are not responsible for accidents or injuries. Swim at your own risk.

No Diving.

No Lifeguard on Duty.

Do not swim alone.

Maximum Pool Depth 5'.

Non-Swimmers & children under 14 must be accompanied by a responsible adult.

Glass containers prohibited.

No running or horseplay.

Persons with communicable diseases shall not use the pool.

Shower before entering pool.

Persons under the influence of alcohol or drugs shall not use the pool.

9a-5.07 The following information is to be included in the whirlpool signage, plus any additional information required by state and local ordinances:

Whirlpool hours are 8 AM to 10 PM (minimum).

CAUTION: Long exposure may result in nausea, dizziness or fainting.

Limit Sessions to 15 minutes.

Owners and Management are not responsible for accidents or injuries.

Do not use alone.

Children under 14 must be accompanied by an adult.

Hot water immersion while under the influence of alcohol, narcotics, drugs, or medicines may lead to serious consequences and is not recommended.

Elderly persons, pregnant women, and those with health conditions requiring medical care should consult a physician before using the whirlpool.

**9a-6.00 MECHANICAL / PLUMBING**

9a-6.01 All pools must be heated. If gas heaters are used, proper care must be taken to provide adequate ventilation/exhaust for combustion by-products.

9a-6.02 The pool equipment room inside the building must be adequately ventilated. Combustion air must be provided for pool heater. Pool heater vents shall not terminate within 10' of an operable window. Recommend pool equipment room be located adjacent to an exterior wall away from the guestrooms.

**SECTION 9a – SWIMMING POOL / WHIRLPOOL**

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- 9a-6.03 The whirlpool must be operated between the temperatures of 99 degrees and 103 degrees Fahrenheit. At no time should the water be in excess of 104 degrees Fahrenheit.
- 9a-6.04 A pool dehumidification system and powered exhaust are required in all indoor swimming pool areas. A complete HVAC and dehumidification system must be provided to maintain the pool area at 80°F dry bulb 50% (inactive time) to 60% (active time) relative humidity.
- 9a-6.05 Filtration and pump equipment must have the capacity to recirculate the entire contents of the pool within a 6-hour period. Equipment shall include gauges, sight glass, and air release valves. Installation and equipment must conform with local health regulations.
- 9a-6.06 The whirlpool filtration system shall be operated a minimum of 2-3 hours per day with a full filtration turnover of not more than 30 minutes.
- 9a-6.07 All pools must be equipped with continuous feed disinfecting equipment. The equipment should be adequate to maintain a residual of not less than one part per million. Recommended disinfecting equipment include: chlorination or bromination, if allowed by local codes.
- 9a-6.08 An accurate, high quality, shatterproof thermometer that is dual calibrated with one-degree increments shall be kept in the spa water at all times.
- 9a-6.09 Provide anti-vortex covers on all primary drains and suction inlets on pool and whirlpool.
- 9a-6.10 Provide an automatic drain blockage detection relief or pump shutdown device on pool and whirlpool equipment.
- 9a-6.11 Provide a drinking fountain in the pool area.
- 9a-7.00 ELECTRICAL**
- 9a-7.01 Two (2) underwater lights are required in the swimming pool and one (1) in the whirlpool. All underwater pool lighting shall be operational during hours of darkness.
- 9a-7.02 The circuits supplying the underwater lighting fixtures or other outlets in the pool area shall be low voltage and be protected through an approved ground fault interrupter which will automatically de-energize the circuit should a short circuit or voltage leak occur.
- 9a-7.03 All electrical outlets must be waterproof and contain ground fault interrupters. Floor outlets are unacceptable.

**SECTION 9a – SWIMMING POOL / WHIRLPOOL**

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- 9a-7.04 Provide an emergency house phone (direct dial to the PBX operator, programmed to take priority over all other calls, when receiver is lifted or to 911 if required by local codes). Locate phone near entry door or gate, 48" above finished floor, in an area highly visible to guests. Exterior phone to be within a waterproof enclosure and located within the pool fence area.
- 9a-7.05 All equipment and wiring shall be installed in accordance with the National Electrical Code.
- 9a-7.06 An emergency shut off switch is to be located as close to whirlpool as possible and appropriately identified for emergency use.
- 9a-7.07 An approved ground fault circuit interrupter (GFCI) shall be installed on electrical circuits providing power to the pool and whirlpool equipment, lighting and electrical outlets in the immediate vicinity of the pool and whirlpool.
- 9a-7.08 An emergency shut off switch for the whirlpool must be provided.
- 9a-7.09 A keyed switch must be installed for the pool area lights.

**SECTION 9b – POOL / EXERCISE ROOM TOILET**

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**9b-1.00 GENERAL**

- 9b-1.01 Toilet facilities are required adjacent to and must have easy access from the pool area and exercise room. A unisex toilet facility is acceptable, code permitting.
- 9b-1.02 Toilet facility must comply with ADA requirements.
- 9b-1.03 Toilet accessories are required as follows:
- A. Combination sanitary seat cover and toilet tissue dispenser and napkin disposal (in women's only). A reserve dispenser must be installed.
  - B. A fully recessed sanitary napkin/tampon-dispensing machine must be installed in women's restroom.
  - C. Wall-mounted paper towel dispensers and trash receptacles must be installed in all restrooms. Air dryers may also be installed but not in lieu of towel dispensers.
  - D. Wall-mounted liquid soap dispenser must be installed at each vanity bowl.

**9b-2.00 DOORS, WINDOWS and HARDWARE**

- 9b-2.01 Toilet facility entrance door must be a minimum of 3'-0" wide, solid core wood door, with self-closing hardware, latch set and privacy button. The door lock must be able to release with emergency key, and must release when the door is closed or the lever turned on the inside.

**9b-3.00 FINISHES**

9b-3.01 POOL / EXERCISE ROOM TOILETS

- Floors - Non-slip ceramic tile
- Base - Ceramic tile cove base
- Walls - Ceramic tile / Paint - enamel, epoxy or better
- Ceiling - Paint - washable enamel surface

- 9b-3.02 Floors and base must be a non-slip or unglazed porcelain ceramic tile (12" x 12" minimum), with all-purpose edges, 3/8" thick.
- 9b-3.03 The flooring must have 6" high tile base. Sanitary cove base is not allowed to be top set.
- 9b-3.04 Grout lines must be as narrow as possible. Grout shall be a non-shrink type epoxy or sealed, latex Portland cement grout to minimize staining.
- 9b-3.05 4'-0" H ceramic tile wainscot is required for installation at walls containing water closets and urinals. Vitreous ceramic tile (self-aligning) is recommended, in dimensions from 6" x 6" to 12" x 12".

**SECTION 9b – POOL / EXERCISE ROOM TOILET**

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**9b-4.00 SPECIAL CONSTRUCTION (Graphics and Signs)**

9b-4.01 Toilet facility must be clearly identified. The use of international symbols is required.

**9b-5.00 MECHANICAL/PLUMBING**

9b-5.01 Provide a floor drain in toilet. Drain cover to be brass. Slope floors to drain.

9b-5.02 Toilet facility must have a ducted exhaust system sized according to ASHRAE standards.

9b-5.03 Toilet facility must be heated and air-conditioned.

9b-5.04 Water closets must be elongated bowl, vitreous china, with flush valve.

9b-5.05 Water closet seats must be white, solid plastic, open front and self-sustaining.

9b-5.06 Exposed plumbing must be chrome-plated.

**SECTION 9c - EXERCISE ROOM**

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**9c-1.00 Hilton Garden Inn Fitness by Precor**

9c-1.01 All hotels must comply with the "Hilton Garden Inn by Precor Fitness Center" Program no later than 12/31/09. Please refer to the "Fitness Center" section as shown on the [hiltongardeninnfranchise.com](http://hiltongardeninnfranchise.com) website for requirements.

9c-1.02 Implementation of "Hilton Garden Inn Fitness by Precor Fitness Center" Program: New build.

A. If the hotel is new build, it must meet all Hilton Garden Inn design and equipment specifications upon opening.

9c-1.03 The items below will also be required components within the hotel's Workout Facility prior to compliance with the "Hilton Garden Inn Fitness by Precor Fitness Center" requirements:

32" TV – minimum - TV must be wall or ceiling mounted, with remote control;

Clock - 12 inch clock with second hand clearly visible from aerobic equipment;

Water cooler or fountain;

Linen hamper;

Telephone – compliant with Brand Standard [14.18];

Towels - May be either of the following:

Fitness Towel, White with Blue Center Stripe (16"x27"); or

Pool, Pastel Jade, 24"x48" towel available via Guest Supply.

Towel rack;

Emergency signs;

Instruction signs; and

Hours of operation sign.

9c-1.04 **Please refer to Fitness Center Design & Product Information section at [www.hiltongardeninnfranchise.com](http://www.hiltongardeninnfranchise.com) website for specifications.**

**SECTION 10 - GUESTROOMS**

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- 10a. TYPICAL GUESTROOM**
- 10b. GUESTROOM BATHROOM**
- 10c. ACCESSIBLE AND HEARING IMPAIRED USE GUESTROOMS**

## **SECTION 10a – TYPICAL GUESTROOM**

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### **10a-1.00 GENERAL**

- 10a-1.01 Hilton Garden Inn guestrooms have been conceived as a strictly prototypical configuration and design. Therefore, it is imperative that the dimensions, configuration, and design elements remain consistent throughout the brand. Please refer to the Hilton Garden Inn Prototypical Guestroom Plans and FF&E Specifications to ensure that all aspects are fully complied with.
- 10a-1.02 The term guestroom will be used to designate a single room module consisting of the sleeping area and a full bathroom.
- 10a-1.03 The typical king guestroom must be 12'-0" wide x 18'-0" long (net inside dimensions) exclusive of bath and entry foyer.
- 10a-1.04 The typical double/queen guestroom must be 12'-0" wide x 20'-0" long (net inside dimensions) exclusive of bath and entry foyer.
- 10a-1.05 Subject to specific analysis, approximately 5% of guestrooms must be connecting.
- 10a-1.06 At least 85% minimum of total guestroom count must be designated as non-smoking rooms.
- 10a-1.07 "Credit card" operated devices in guestrooms are not permitted.
- 10a-1.08 Partition walls must have a minimum of one-hour rating construction and an STC rating of 54 or better.
- 10a-1.09 Furred ceilings in bathrooms, and closets must have minimum ceiling height of 7'-6". Entry foyer ceilings must be a minimum of 7'-6" so the entry and bath door will clear the entry foyer light fixture.
- 10a-1.10 All guestrooms must have an enclosed closet with a minimum of 4'-0" in total width, 2'-0" in total inside depth, with a hanging height of 5'-6" A.F.F. and accommodate a portable luggage rack, ironing board with hanging device and integral iron caddy. In closets provide shelf at 5'-10". Provide blocking for the iron/ironing board hanger on the corridor side of the closet.
- 10a-1.11 Closet systems shall consist of a laminated shelf, 12" deep, 1" diameter metal chrome closet rod (1'-0" center of rod to rear wall of closet) and 11 full size, open-hook (5 men's and 5 women's and 1 for laundry list/bag ) hangers.
- 10a-1.12 1" x 4" wood shelf cleats are to be installed on the three interior walls to provide adequate support for the closet shelf. Cleats shall be painted to match the shelf or fabricated out of the same laminate as the shelf. Screws shall be countersunk and filled. Side cleats shall extend 11 ¾" from the back wall.

**SECTION 10a – TYPICAL GUESTROOM**

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**10a-2.00 DOORS, WINDOWS and HARDWARE**

- 10a-2.01 Guestroom entry doors are required to be a minimum of 3'-0" x 7'-0". Doors must be solid core, 2 panel Masonite, or flush, smooth textured doors and shall have a 20 minute rating.
- 10a-2.02 Door closers are required on guestroom entry doors. Spring hinges are not an acceptable alternate.
- 10a-2.03 Closets are required to have frameless steel, sliding (bypass) mirror doors with tracks on both the top and bottom, (Slimfold or equal) or hinged, bi-parting two panel wood doors. Bypass, wood, 2 panel doors are also acceptable. Fabric type folding (accordion) doors are not allowed. Closet doors shall be 6'-8" high. Where wood doors are used, a framed, full height mirror is required on the wall adjacent to the bath door.
- 10a-2.04 Tamper-proof, 180° one-way viewers are required for all guestroom entrance doors. Viewers to be installed 5' above finished floor (A.F.F.).
- 10a-2.05 Safety latches, "door guard" No. 482 with edge guard by Ives or equal, are required for all guestroom entrance doors and connecting doors. Locate safety latch 48" A.F.F. Note: The short "tail" of the edge guard is placed on the face of the door, with the long "tail" on the edge of the door. Chain locks are not permitted.

## SECTION 10a – TYPICAL GUESTROOM

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- 10a-2.06 All guestroom entry doors must have as a minimum, an approved card key entry electronic lock with lever handle for hotel/motel usage with the following features:
1. Lockset must be mortise design including dust box for doorframe, Grade 1 or 2L, ANSI 15613 Series 1000.
  2. Trim and operation must comply with ADA standards.
  3. The lock must have a deadbolt with a hardened steel insert with a minimum throw of 1" (2.54cm).
  4. The latch bolt must be deadlocking type with a two-piece anti-friction mechanism and a minimum throw of ¾" (1.9cm).
  5. The lock must re-key after each guest use.
  6. The lock must use an encoded card key for each guest operation.
  7. The lock must have master key and emergency master key functions.
  8. Master and emergency levels must be re-keyable by the hotel staff.
  9. The lock must have an audit/interrogation feature.
  10. The lock system must have back-up battery power.
  11. The lock system must have a minimum one-year manufacturer's warranty.
  12. The latch bolt is to be operated by the inside lever at all times and from outside by guest key card.
  13. The deadbolt is to be engaged by a turn piece on the inside.
  14. When the deadbolt is projected, all keys, except emergency keys must be inoperable.
  15. The emergency key also acts as a lockout key.
  16. When the deadbolt is in a projected position, turning the inside lever must retract the latch bolt and deadbolt simultaneously.
- For a complete list of approved manufacturers and mode numbers contact Hilton Hotels Corporation Design and Construction Department.
- 10a-2.07 Door stops are required for all doors. Floor stops in circulation paths are not permitted. Provide a Rockwood #455 (or equal) curved door stop at guestroom entry door to prevent the entry door from colliding with the bath door and closet. Additionally, a straight door stop (Rockwood #456 or equal) may be necessary to prevent the entry door lever from striking the closet door.
- 10a-2.08 Connecting door hardware must include (on the guestroom side of each single door) a combined lever and latch set, a 1" thumb latch-operated, mortised dead bolt, and a safety latch "door guard" Ives No. 482 or equal. No operable hardware is permitted on the inside of connecting doors.

## SECTION 10a – TYPICAL GUESTROOM

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- 10a-2.09 Sound control for connecting doors shall be provided by installing Pemko # S773 soundproofing or Secur-A-Seal by Door & Hardware Systems (DHSI) or equal sound stripping around the perimeter. A door sweep equal to DHSI # CS36 or PEMKO # 2773 door bottom is required. Alternatively, double carpet pad can be installed beneath the connecting doors in conjunction with externally mounted door sweep or equal (installed on the inside of the connecting door). "Fire Threshold" FT-2.75 or CCT 2.75 by DHSI or Pemko V232 or V2325 or equal threshold and "cap sweep" may also be used.
- 10a-2.10 Guestroom entry doors must be 2-panel Masonite 1-3/4" (preferred) or flush, smooth texture, paint grade, solid bonded core wood. All guestroom entrance doors must be minimum 20-minute UL approved. "Fire Threshold" or equal are required. Wood thresholds will not be permitted.
- 10a-2.11 Entry doorframes must be welded hollow metal with a 20-minute fire rating and must be properly secured and installed. Provide Cush'N'Seal by DHSI, Pemko # S773 or equal sound stripping on all edges. Provide "Cap Sweep" #C536 by DHSI # 2343 or Pemko # 2173 with baffle to provide make-up air flow or equal. Sweeps must be installed to allow 1/16" gap for sliding portfolio under door.
- 10a-2.12 Provide 18 gauge fully welded frames for interior doorways. Refer to the above paragraph regarding knockdown frames.
- 10a-2.13 Framed (non-masonry) walls must be reinforced on the "strike" side of the jamb to prevent prying and flexing for security control.
- 10a-2.14 Guestroom windows shall be aluminum or solid vinyl: fixed type, meeting AAMA Designation HS-HC-40. Horizontal sliding windows are permitted but not recommended. Window frame and grill must be integral.
- 10a-2.15 Operable guestroom window units must be double glazed clear glass.
- 10a-2.16 Finish on all exposed components shall be manufacturer's premium quality electrostatically applied baked paint finish meeting AAMA 2603 (formally AAMA 603). When the project is located in close proximity to salt water or adverse environmental conditions AAMA 2604 (formally AAMA 605) must be used.
- 10a-2.17 Color of window frames to match Dryvit color "China White" #310". Hilton Hotels Corporation must approve alternate finish colors.
- 10a-2.18 Provide child proof sash stops that limit opening of windows to 4" maximum unless local code requires otherwise.
- 10a-2.19 When required by Code, grade level windows or windows that may potentially allow emergency egress must have a guest-operated device to allow full opening of the window and decals explaining this operation.
- 10a-2.20 Provide manufacturer's standard locking hardware on operable windows.
- 10a-2.21 Sliding glass doors must have approved auxiliary locking devices.

## SECTION 10a – TYPICAL GUESTROOM

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- 10a-2.22 Aluminum, insect screens secured in extruded aluminum frame are required on all operable windows.
- 10a-2.23 Guestroom window dimensions must be a minimum of 60" wide by 64" high.
- 10a-2.24 In window testing Normal Conditions requirements shall be the same as Severe Conditions with the following exceptions.
- B. No uncontrolled water penetration when unit is tested in accord with E331 or ASTM E547 at 6.25psf test pressure.
  - C. Guestroom windows shall be horizontal sliding type, meeting AAMA Designation HS-C40.
- 10a-2.25 Windowsills are required and must be natural stone, solid surface material or cultured marble.
- 10a-2.26 Guestroom windows must be insulated. (Windows must have a STC 45 rating when facility is identified as an airport location or other high noise environment, i.e. train tracks and highways. All other exterior wall components i.e. PTACS, openings, must also be addressed at these high noise locations.) Frames must be aluminum. Frames must be thermally broken in areas where ASHRAE design temperature is below 32° F.
- 10a-3.00 FINISHES**
- 10a-3.01
- Floors - Carpet
  - Base - 4" Carpet
  - Walls - Vinyl wall covering
  - Ceiling - Painted Gypsum Board or orange peel finish
- 10a-3.02 Underslab ceilings must be sprayed texture finish or better. Furred ceiling/finishes are to be painted gypsum board with a smooth finished (preferred) or orange peel. Ceiling paint shall be flat finish. Eggshell, semi-gloss or gloss paint will not be permitted.
- 10a-3.03 Wall finishes in the guestrooms must have a minimum of Type I, 15 oz. vinyl wall covering. The exterior (window wall) may be painted.
- 10a-3.04 Acrylic knock-down wall finish may be substituted for vinyl wall covering in extremely humid regions when specifically approved by Hilton Hotels Corporation. Acrylic knock-down wall texture must be a spray-applied PermaTone, Plecture, Permitex or equal finish with a hand troweled finish. Semi-gloss or gloss sheen will not be permitted on the guest room walls. Knock-down drywall mud or similar will not be permitted.
- 10a-3.05 Closet walls must match the guest room wall finish. Carpet base shall be applied to the interior of all closets.
- 10a-3.06 Acoustical ceiling tile is not permitted in any portions of the guestroom areas.

## **SECTION 10a – TYPICAL GUESTROOM**

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- 10a-3.07 Vinyl tile or sheet vinyl flooring is not permitted.
- 10a-3.08 Alternate floor coverings (hardwood floor, tile, etc.) or a mixture with carpeting is not recommended and will only be considered in unique circumstances. These other coverings must receive written approval from Hilton Hotels Corporation.
- 10a-4.00 FF&E**
- 10a-4.01 The FF&E for the guestrooms must be selected from one of the pre-approved Hilton Garden Inn interior design schemes. See Interior design guestroom specifications for complete details.
- 10a-4.02 The Typical King room must include:
- a. King Bed GSS Sleep System bed (72" x 80")
  - b. Headboard
  - c. Two nightstands with table lamps
  - d. Activity desk with desk lamp
  - e. 4-drawer Bachelor's Chest
  - f. 32" LCD HDTV television secured to a swivel
  - g. Hospitality center containing:
    - 1) Microwave oven (Black finish)
    - 2) Under counter refrigerator (Black Finish)
    - 3) Coffee maker (Black Finish)
  - h. Lounge chair & Ottoman
  - i. Side table
  - j. Floor lamp
  - k. Herman Miller "MIRRA®" desk chair
  - l. Artwork (2)
  - m. Framed mirror
  - n. Framed full length mirror (exclude if mirrored closet doors are used)
  - o. (2) - One line telephones with voice mail and speakerphone
  - p. Hilton Garden Inn clock radio with battery backup
  - q. Iron and ironing board located in the closet
  - r. Portable luggage rack located in the closet
  - s. One Hardwired High Speed Internet Access outlet at desk

## SECTION 10a – TYPICAL GUESTROOM

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10a-4.03

The Typical Double Queen room must include:

- a. Two (2) Queen GSS Sleep System Beds (60"x 80") beds
- b. Two (2) headboards
- c. One (1) night stand with table lamp
- d. Activity desk with desk lamp
- e. (with 4-drawer) Bachelor's chest
- f. 32" LCD HDTV television secured to a pullout swivel
- g. Hospitality center containing:
  - 1) Microwave oven (Black Finish)
  - 2) Under counter refrigerator (Black Finish)
  - 3) Coffee maker (Black Finish)
- h. Lounge chair
- i. Side table
- j. Floor lamp
- k. Herman Miller "MIRRA®" desk chair.
- l. Artwork (2)
- m. Framed mirror
- n. Framed full length mirror (exclude if mirrored closet doors are used)
- o. (2) - One line telephones with voice mail and speaker phone
- p. Hilton Garden Inn Clock radio with battery back-up
- q. Iron and ironing board in the closet
- r. Portable luggage rack in the closet
- s. One hardwired High Speed Internet Access outlet at desk

10a-4.04

Casegoods:

- A. In all typical double/ queen rooms there shall be a minimum clearance of 12" (18" preferred) between the bed and bath wall to facilitate housekeeping.
- B. Headboards shall be mounted to the wall with cleats (provided) (refer to the Interior Design Prototype drawings for mounting heights)
- C. In double queen rooms, clearances between beds shall be 6" more than the width of the nightstand. Generally, the nightstands are 24" wide, and 3" clearance on each side is recommended to provide adequate clearance for bedspreads.
- D. Configuration, quantity and FF&E layouts of accessible rooms must be in strict compliance with the Americans with Disabilities Act (ADA).
- E. The casegood design must be as specified below. There are two approved finish options and granite selections to choose from.
- F. **(Please visit the [hiltongardeninnfranchise.com](http://hiltongardeninnfranchise.com) website and design schemes for all guestroom casegoods, drapery and bedding specifications.)**

**SECTION 10a – TYPICAL GUESTROOM**

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G. Approved Manufacturers are identified below:

**1. American of Martinsville**

128 East Church Street  
Martinsville VA 24115  
Ph: 276.634.4051  
Fax: 276.632.1099

**2. CF Kent Hospitality**

5822 Smith Way  
City of Commerce, CA  
Ph: 323.346.2500  
Fax: 323.346.2700

- 10a-4.05      CARPET:  
Guestroom floor covering must be wall-to-wall commercial grade, quality carpet, installed over padding/cushion. Guestroom carpeting must not glued down directly to the floor surface under any circumstances.
- 10a-4.06      Carpet and carpet padding/cushion must meet or exceed all applicable local and state flammability codes, DOC-FFI-70 and ASTM E648, Class II testing. Carpet must have a Class "B" or better flame spread rating.
- 10a-4.07      Carpet pad must be produced from 100% synthetic fibers or high-density sponge rubber. The use of urethane or rebond (foam) products are not allowed.
- 10a-4.08      Synthetic fiber pad must be a minimum of 3/8", commercial quality/grade. Sponge rubber pad must be ripple (not bubble) and a minimum of 20#.
- 10a-4.09      Carpeting should be installed utilizing heat melt tape, if seaming is required.
- 10a-4.10      Carpeting must be installed with commercial 2" tackless strips.

**SECTION 10a – TYPICAL GUESTROOM**

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10a-4.11 Minimum guestroom carpet specifications:

**ENHANCED LOOP – TIP SHEER: GUESTROOM**

Construction:	Enhanced loop – tip sheer
Machine Gauge:	1/10, 1/8 or 1/12
Stitches per Inch:	9.7-12
Pile Height:	.250" pile height
Face Yarn:	100% Solution Dyed Nylon - Type 6.6 nylon preferred
Primary Backing:	Woven polypropylene
Secondary Backing:	Action Bak
Face Weight:	32 ounces (after sheered)

10a-4.12 **ARTWORK/MIRRORS**

Each guestroom must have a minimum of two (2) pieces of artwork – one centered on the bath wall and one adjacent to the lounge chair (refer to the Interior Design Prototypical drawings for exact placement and mounting heights). Each piece must encompass a minimum of four square feet of wall decor.

10a-4.13 All artwork/ mirrors to be installed with theft proof wall mounts.

10a-4.14 All artwork must be matted professionally. Printed mat may be acceptable with written approval of Hilton Hotels Corporation.

## SECTION 10a – TYPICAL GUESTROOM

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10a-4.15

### LIGHTING:

1. Sufficient lighting shall be provided in each guestroom. The minimum requirements for each respective area shall be as follows:
  - a. There must be a minimum of 30 foot candles measured at the surface of the nightstand for reading purposes. Single beds will require one fixture (prefer table lamps) - 30 foot candles each – for each side of the bed. Double bedded rooms must have a wall mounted double lamp fixture between the beds with two switches capable of turning on each lamp individually.
  - b. There must be a minimum of 30 foot candles provided at the surface of the desk.
  - c. Lighting of 30 foot candles measured 5'-0" AFF shall be provided in front of each closet.
  - d. A minimum of 30 foot candles must be provided in the leisure area (lounge chair, sleeper sofa, etc) at the normal height for reading and writing.
  - e. Electrical cords must be as short as possible. Excess length is to be removed or concealed.
  - f. The guestroom entry light should be surface/ceiling mounted light fixture with (2) PL18 watt fluorescent lamps minimum.
  - g. Portable lighting fixtures must have a grounded convenience outlet and base switches (accessible rooms shall have rocker type base switches). Plastic molded lamps are not acceptable.
  - h. All compact fluorescent lamps shall be instant start, flicker-free and yield 2700 Kelvin temperatures and 1750 initial lumens.
  - i. All lighting must be labeled with UL label. All lighting must be contract quality or better.
  - j. Light fixture finish must be appropriate to the overall design of the room and approved by Hilton Hotels Corporation. Plastic is not permitted except for the switch.
  - k. Lampshades must be of light-colored, translucent material to distribute light throughout the room. Opaque or dark-colored shades are not allowed since they direct light only up or down, not throughout the guestroom. Lampshades throughout the guestroom must be coordinated (same style, color and material).

**SECTION 10a – TYPICAL GUESTROOM**

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10a-4.16 DESKLAMP (Refer to Design Scheme Specifications):

A. A desk lamp is required in each guest room.

**Product Specification – Desk Lamp**

Description:

Adjustable twin piano-arm task lamp with stop at 45 degrees.

Base:

Provide two (2) grounded convenience outlets and rocker switch

Switch:

Rocker switch

Wattage:

100 W equiv PL bulb

Manufacturer:

**Pacific Coast Contract Lighting**

20238 Plummer Street

Chatsworth, CA 91311

Ph: 800.905.7225

Fax: 818.772.1656

10a-4.17 One portable light fixture is required on each nightstand. The lamp is required to produce a minimum of thirty (30) foot-candles of reading light at the pillow level.

10a-4.18 **Televisions:**

A. Each guestroom must have a 32" LCD – HDTV that meets current Hilton Garden Inn standard content requirements; the television must be viewable while working at the desk.

1. A remote unit is required for each TV.
2. Wall-mounted televisions are not acceptable.

10a-4.19 Each guestroom telephone must be equipped with voice messaging capabilities. Specifications for the telephone system must be submitted to Hilton Hotels Corporation for review and approval prior to installation.

10a-4.20 Telephones must have 10' long cords adequate to reach seating areas of room.

10a-4.21 All guestroom telephones must be equipped with RJ-11 data communication jacks.

## SECTION 10a – TYPICAL GUESTROOM

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### 10a-5.00 SPECIAL CONSTRUCTION (Graphics and Signs)

10a-5.01 Guestroom signage on corridor wall adjacent to strike side of each guestroom door at 60" above finished floor must be provided. Guestroom signage must have raised letters and grade 2 Braille per ADA requirements (see signage specifications).

10a-5.02 The international "*No Smoking*" symbol shall be clearly displayed at all guestrooms designated as "non-smoking". The graphic should be included with the guestroom numeral signage. As an alternate, entire floors may be designated as non-smoking with "*No Smoking*" graphics in each elevator lobby, rather than on each guestroom door.

10a-5.03 The back of the guestroom door shall include a sign containing fire evacuation information; an accurate fire evacuation map showing all perspectives, exits, all guestroom doors, storage rooms, vending areas, etc., international symbols indicating the locations of pull stations, fire extinguishers, exit stairs, etc., and a "you are here" indicator; security information detailing instructions for (both the entry and connecting door) double locking the door, use of secondary latches, use of the door viewer to identify callers prior to opening the door, and the availability of safe deposit boxes at the front desk. The state limitation of liability "law card" and maximum rate must also be printed on this sign (unless state code requires otherwise). This sign shall be centered on the door below the door viewer.

### 10a-6.00 MECHANICAL / PLUMBING

10a-6.01 **Air Conditioning.** Thermostatically controlled, year-round heating and cooling, at the guest's control, must be provided for each guestroom with individual control for the guest's comfort. Allowable systems include: Packaged Terminal Air Conditioners (PTAC), Packaged Terminal Heat Pumps (PTHP), Vertical Packaged Air Conditioners (VTAC), Vertical Packaged Heat Pumps (VTHP), 2-pipe Fan Coil Units (FCU) with electric heat, 4-pipe Fan Coil Units, and Water Source Heat Pumps (WSHP)

#### A. **PTAC Requirements:**

1. At least 2-speed fan control
2. Adjustable upper and lower limit sensors at the return air
3. Acoustical treatment and construction for quiet operation
4. Cleanable filters that can be easily serviced.
5. Auxiliary electric heat if used must include coiled or sheathed heating elements operating at moderate temperatures to prevent glowing. Each element must be protected by a fusible link and overheat limit control. Coils of 3.5 KW and greater must be two stage.
6. Fixed insulated metal wall sleeve
7. Slide-out chassis
8. Universal drain kit with condensate drain lines concealed and extended to the ground.
9. Electrical sub bases and hard-wired power to conceal the power cord and connection. Exposed outlets/plugs will not be permitted.

## SECTION 10a – TYPICAL GUESTROOM

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- B. Alternate System Requirements: For alternate systems noted above, refer to the Hilton Full Service Design Standards for equipment and system requirements.
- 10a-6.02 **Thermostat.** Provide remotely located digital thermostats to maintain year-round heating and cooling, for each guestroom individually. Locate thermostats within each guestroom and suite as shown on the prototype drawings (on the bath wall within 6" of outside corner). Select thermostats to allow continuous fan operation on low speed. Preferred vendor is InnCom International, Inc. Model e<sup>4</sup>. See vendor supply corner for alternate manufacturers.
- 10a-6.03 **Ventilation Air.** Provide all guest rooms, suites and guest room corridors with pre-conditioned outdoor ventilation air by one of the methods listed below, in accordance with local codes. Operable windows will not be allowed as a source of ventilation air, and ventilation air must be provided in all guestrooms and suites by one of the following methods: (Method selected must meet local codes.)
- A. Ducted into room
  - B. Ducted directly into fan coil unit or water source heat pump
  - C. Where local codes allow make up air may be provided by door undercuts and corridor make up air.
- Guestroom fan coil or water source heat pump units are not allowed as a means of providing guest room ventilation, unless they have been specifically designed to continuously condition the outdoor ventilation air. Where these applications are being considered, specific review and approval of the concept will be required by Hilton Hotels Corporation
- 10a-7.00 ELECTRICAL**
- 10a-7.01 A minimum light level of ten (10) foot-candles is required for general illumination throughout the guestroom measured at the floor.
- 10a-7.02 A minimum lighting level of thirty (30) foot-candles is required at the desk. The fixture shall have a fixed arm with pivoting head and base switch. Remote switching is not permitted.
- 10a-7.03 A light source is required at each nightstand. The lamp is required to provide a minimum of thirty (30) foot-candles of reading light at the pillow level. An instant-on fluorescent lamp is required. Remote switching is not permitted.
- 10a-7.04 Electrical outlets are to be so placed as to allow convenient connection of the individual light fixture; however, electrical and telephone outlets at the nightstand shall be located behind the nightstand.
- 10a-7.05 The telephone outlet in King-bedded rooms should be located behind the nightstand closest to the bathroom wall.
- 10a-7.06 Televisions - each guestroom must be serviced by a master antenna system properly designed to guarantee good TV reception. In addition, all properties must have a cable system that provides all channels required in the Operations Manual.

## **SECTION 10a – TYPICAL GUESTROOM**

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- 10a-7.07 Electrical and television (cable) outlets shall be located behind the chest at standard mounting height.
- 10a-7.08 One (1) horizontally mounted duplex electrical outlet with surge protection and one (1) RJ 45 data jack with high speed internet access must be provided at 33" above finished floor above the desk. They must be located within the width of the desk as it abuts the wall. A duplex electrical outlet and standard phone outlet shall be located directly below (at standard height – approx. 12" A.F.F.) the outlets located above the desk. Provide one ¾" minimum conduit from the MATV outlet box to the RJ 45 data outlet at the desk for future technological changes/expansion.
- 10a-7.09 Back-to-back electrical outlets are not permitted between guestrooms (minimum offset 6").
- 10a-7.10 One (1) ceiling mounted light fixture at entry foyer must be solely controlled by a wall switch located immediately adjacent to the guestroom entrance door. This fixture shall have an electronic ballast (instant on) and compact fluorescent lamps.
- 10a-7.11 All lighting fixtures must be UL listed for the wattage that it will carry.
- 10a-7.12 A floor lamp fixture is required adjacent to the lounge chair. The electrical outlet for this fixture shall be located adjacent to the inside corner of the headboard/window wall. It shall be controlled by a switch at the socket. Remote switching is not permitted. Swag lamps are not acceptable.
- 10a-7.13 Two (2) electrical outlets on a separate circuit (refrigerator, microwave, and convenience outlets) are required at the Hospitality Center (adjacent to the closet). Refer to the Hilton Garden Inn Prototype Drawings for locations (both typical and accessible rooms).
- 10a-7.14 Hearing impaired rooms shall have two (2) horn/strobe (audible/visual) fire alarm annunciator units – one located on the bath wall (bedroom side) and another in the bathroom.
- 10a-7.15 Hearing impaired rooms shall have a door bell and audible/visual unit in the guestroom with engraved letters located on the strobe that indicate "DOOR".

**SECTION 10b – GUESTROOM BATHROOM**

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**10b-1.00 GENERAL**

- 10b-1.01 Hilton Garden Inn bathrooms have been carefully configured and designed to provide our guests with the facilities and amenities desired. They have been carefully configured and designed to maintain a prototypical appearance. **Please refer to the Hilton Garden Inn Prototypical Plans and FF&E Specifications for compliance with all aspects of the guestroom bath. All products must be submitted for review and approval.**
- 10b-1.02 The guestroom bathroom must have a lavatory/vanity top, water closet, and bathtub/shower incorporated into the same room (inside finished dimensions must be a minimum of 8'-0" x 5'-0").
- 10b-1.03 If required, furred ceilings in bathrooms must have minimum ceiling height of 7'-6" (8" 0" preferred). Standard ceiling height is 8'-0".
- 10b-1.04 Vanities must extend wall to wall and be a minimum of 22" deep. Applied or integrally molded 4" side and back splashes and an 8" minimum apron are required. The vanity top and splashes must be of the same material (unless full vanity fronts are present). Vanity top and apron must have a contoured front, the vanity front must be wood with two cubby areas, one for the hair dryer and one for the hand towels. See prototype drawings for approved configuration. The vanity top shall be at 34" A.F.F.
- 10b-1.05 Integral vanity bowls or top mount lavatories are NOT permitted.
- 10b-1.06 Banjo-type vanity tops are not permitted.
- 10b-1.07 The Hilton Garden Inn Guest bathrooms are required to have a large decorative framed mirror (36"H x 48"W minimum) flanked on the sidewalls by wall sconces. The framed mirror shall be mounted at 42" A.F.F.

## **SECTION 10b – GUESTROOM BATHROOM**

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- 10b-1.08 All guest bathrooms must contain the following accessories (all except the grab bar shall be chrome-plated brass or polished stainless steel – towel shelf and grab bar shall be 304 Stainless Steel):
- A. 18" towel bar (Franklin Brass Jamestown Collection #D9018PC, CSI Madison #DN6918CH or equal) over vanity, which is centered and installed at 15-18" above the vanity at side wall opposite entry door. Provide backing.
  - B. 24" towel shelf (Franklin Brass #2780SS, CSI #5207-241CH or equal) in bathtub surround opposite shower head (72" A.F.F., except in accessible rooms). Provide backing.
  - C. 24" independent grab bar (Franklin Brass #5724, CSI #R8924, or equal) in tub area which is anchored to wall blocking. It should be installed vertically and centered on the tub wall. Install lower end 2'-8" A.F.F. Proper backing/blocking is to be provided for secure installation. All grab bars must be securely anchored and capable of withstanding 250 pounds of pull. Cement adhesive is not acceptable.
  - D. 2 toilet paper holders, non-restrictor type (Franklin Brass #980B, CSI #R5580, or equal). They must be attached to blocking behind the vanity apron substrate material and extend only far enough below the apron to allow a full roll of toilet paper to clear the apron bottom. Toilet paper holders are not permitted in the apron face. Under certain circumstances, double, semi-recessed units may be installed in the wall. Surface mount units installed on the wall in accessible bathrooms must be decorative (Franklin Brass Jamestown Collection or equal).
  - E. A robe hook is required on the back of the bath entrance door (Franklin Brass #8902PC, CSI Madison #DN6903CH, MOEN # YB2803CH or equal)
  - F. Curved/bowed shower rod with concealed flanges, (Franklin Brass #E160/E161FLCS, CSI #61-5-SS, or equal), a "hookless" shower curtain with a nylon vision panel with a liner, refer to the Hilton Garden Inn Operational Standards for requirements.
  - G. Minimum 1500 watt hairdryer (hardwired or plug-in)
- 10b-1.09 Recessed facial tissue dispensers are not permitted. A cube box with decorative cover placed on the vanity shall be standard.
- 10b-1.10 Internal wood blocking (FR if required) secured to studs is required for all wall-mounted accessory items.
- 10b-2.00 DOORS, WINDOWS and HARDWARE**
- 10b-2.01 Bath doors must be a solid core door, minimum size 3'-0" x 7'-0" and must open out with the hinge closest to the entry door wall. Appropriate hardware must be provided to close bath door when entry door is opened. It is permissible to swing the bath door in if the bath is deeper than 5' (for clearance at the toilet).
- 10b-2.02 Bath doors must have a 2" minimum width sealed marble threshold. Threshold is not to exceed ¼" above bath floor.

## SECTION 10b – GUESTROOM BATHROOM

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10b-2.03 The bathroom latch bolt must operate by lever handle from either side, except when push-button locks the outside handle. The push-button lock must be able to release with emergency key, and also must release by turning the inside lever and also must release by closing the door. The inside lever shall be chrome plated to match bath trim.

### 10b-3.00 FINISHES

10b-3.01 BATHROOM:

- Floors - Ceramic Tile or better
- Base - 3" high (min.) Bullnose type Ceramic Tile or better
- Walls - Vinyl Wall Covering
- Ceiling - Gypsum board with smooth finish semi-gloss paint

10b-3.02 Floors

- a. A Decorative porcelain tile floor and tile base is required in all guest room baths. Floor tile must be a nominal 12"x 12" minimum with a rectified edge to minimize grout joint size and is recommended to include base tiles, corners, etc. Tile is subject to approval by Hilton Hotels Corporation. The tile specified below is pre-approved. Vinyl tile and/or granite tile is not acceptable.

#### **Product Specification: Floor Tile**

Manufacturer: Dal Tile 1713 Stewart Street Santa Monica, CA 90404

Contact: John Hall ph 310.453.9112 fax: 310.453.1783

Pattern: Monticito MI-20

Color: Crema

Size: 12"x 12"

Grout: Mapei "Ultacolor"

Coeff of Friction: .6 wet .66 dry

10b-3.03 Walls

- a. Bath walls are to be moisture resistant gypsum board covered with approved vinyl wallcovering, Type I, 12 oz per linear yard.
- b. Acceptable tub/shower surrounds are ceramic tile 12"x 12" porcelain tile and solid surface material or better material subject to approval by Hilton Hotels Corporation. *Tub surround material shall extend from the tub to the ceiling.* All remaining walls must be vinyl wallcovering. Tub surround panels shall not exceed 1/2" thickness.

**SECTION 10b – GUESTROOM BATHROOM**

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- 10b-3.04 Provide two soap dishes at tub/shower combination fixtures - one wall mount soap dish to be centered on back panel approximately 24" A.F.F. (for access while bathing), and one corner mount soap dish installed on the plumbing wall (inside corner) at 48" A.F.F. (for access when showering). Provide one soap dish and one foot rest in shower only fixtures – one corner must soap dish mounted at 4' 6" above finished floor and one corner foot rest installed opposite the showerhead on the back wall 15" A.F.F. Soap dishes shall match the color of the tub surround.
- 10b-3.05 Where a solid surface material is used; provide ¾" vertical trim pieces of the same material at the outside edges of the tub surround material. The trim pieces shall butt tightly against the wall panels and must be scribed around the curved top (bullnose edge) and vertical surface of the tub to eliminate any gaps. The trim pieces shall extend from the floor to the ceiling –not from the top of the ceramic tile base. Caulking shall match the tub surround color. Where ceramic tile is used, matching trim pieces must be provided that extend (at the edge of the tub surround) from the floor to the ceiling.
- 10b-3.06 Color of tub surrounds and shower pans to be approved by Hilton Hotels Corporation.

**1. Product Specification: Tub Surround/Wall Tile (preferred)**

Manufacturer: DalTile 1713 Stewart Street Santa Monica, CA 90404

Contact: John Hall ph 310.453.9112 fax: 310.453.1783

Pattern: Monticito MI-20

Color: Crema

Size: 12"x 12"

Grout: Mapei "Ultacolor"

Coeff of Friction: .6 wet .66 dry

Manufacturer: Mincey Marble Tub Surround

4321 Browns Bridge Road

Gainesville, GA 30504

Manufacturer: Project Stone by Belstone

7629 Densmore Avenue

Van Nuys, CA 91406

- 10b-3.07 Grout shall be a non-shrink type epoxy or latex portland cement to minimize staining. Grout lines should be as narrow as possible and match the tile.

## **SECTION 10b – GUESTROOM BATHROOM**

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10b-3.08 Shower only rooms will require a semi-frameless shower door & panel with a ¼” (6mm) tempered glass left or right opening by Fleurco #E5759-11-50 Bright Chrome or E5759-25-40 Brushed Nickel with glass (Banyo – Sevilla). The chosen finish must match the other fixtures in the guest room baths. All other shower doors must be submitted for review and approval.

10b-3.09 Ceilings

- a. Must be painted moisture resistant gypsum board (smooth finish) semi-gloss. Lay-in acoustical tile and grid is not permitted under any circumstances.

10b-3.10 Acceptable vanity materials include granite (color must be approved by Hilton prior to purchase). All Granite surfaces shall be properly sealed upon installation. All vanities shall be ¾” thick bowed front vanity countertop with polished edge, polished sink cut-out for undermount china bowl and three holed faucet. 4” back and side splashes with polished and eased edge. Plastic laminate is not permitted.

### **10b-4.00 FF&E**

- 10b-4.01
  - a. One piece of artwork should be provided above the toilet. Refer to the Interior Design Prototype drawings for placement and mounting heights.
  - b. A framed mirror should be located above the vanity. The mirror frame should be a minimum of 2” wide.

### **10b-5.00 MECHANICAL / PLUMBING**

10b-5.01 **Toilet Exhaust.** Two methods may be considered for toilet exhaust, centralized exhaust fans with individual room inlets; or, when it is desired to reduce the makeup air quantities due to energy costs, intermittently operated ceiling fans may be used.

- A. Design centralized exhaust systems to provide exhaust air flow rates that comply with ASHRAE Standard 62.1-2004, of 25 CFM continuous per toilet room. Connect the individual toilet room inlets to a vertical exhaust riser duct using the required fire rated assembly, or sub-duct system that complies with local code. Construct the vertical exhaust shaft of sheet metal with the appropriate fire rated shaft wall assembly as required. Connect the exhaust risers to a central exhaust fan that is sized for 100% of the combined exhaust air flow of the connected inlets.

**SECTION 10b – GUESTROOM BATHROOM**

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B. Design intermittent exhaust systems to provide exhaust air flow rates that comply with ASHRAE Standard 62.1-2004, of 50 CFM intermittent per toilet room. Duct the exhaust directly outdoors with a back-draft damper, or connect the individual toilet room inlets to a vertical exhaust riser duct using the required fire rated assembly, or sub-duct system that complies with local code. Construct the vertical exhaust shaft of sheet metal with the appropriate fire rated shaft wall assembly as required. Connect the exhaust risers to a central exhaust fan that is sized for up to 75% diversity of the combined exhaust air flow of the connected inlets. Comply with local and NFPA requirements. Recommended separately switched toilet exhaust fan is Greenheck Model SPA or SPB, with noise levels 2.0 sones or less.

10b-5.02 The exhaust grilles must have a factory finish and the color must coordinate with the room wall finish.

10b-5.03 A bathtub with shower valve and shower head is required. The minimum tub dimensions must be 60" x 30" x 14" with a slip-resistant tub bottom surface. Acceptable tubs are:

1. Acid resistant cast iron.
2. Certain types of quality reinforced steel tubs with sound deadening material will be accepted. Specifications for same must be submitted to and approved by Hilton Hotels Corporation.
3. Tubs equal to American Standard "Americast".

NOTE: Plastic, acrylic or fiberglass tubs and wall enclosures are not permitted under any circumstances.

10b-5.04 The distance between the tub floor and the lowest part of the showerhead shall be 6'-6" minimum.

10b-5.05 A pulsating (variable spray and massage) showerhead is required. Showerhead must incorporate a flow restrictor providing 2.5 (GPM) gallons per minute. Moen # 3838 Multi-Function showerhead, Hans Grohe Croma and Water Pik # SM-623GG, Water Pik # NSL-623 or equal, are acceptable shower heads.

10b-5.06 Single lever mixing valves installed for bath/shower are required. Mixing valves must have anti-scald feature and be pressure balancing. Kohler Forte® Rite-Temp® trim, Moen Posi-temp (with Brantford trim), American Standard (with Hampton trim), and Symmons Temptrol (with Symmetrix trim) are examples of acceptable shower valves. Replaceable cartridge valves are strongly recommended. The shower diverter shall be a lift knob located on the top of the tub spout.

10b-5.07 All tubs may be lever-activated, residential-style waste stoppers, or lift & turn waste stoppers. Rubber stoppers are not permitted.

10b-5.08 Bathtubs and lavatories must have overflow outlets.

**SECTION 10b – GUESTROOM BATHROOM**

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- 10b-5.09 Lavatories must be bottom set (undermount), oval-shaped, vitreous china lavatory bowls (16" x 19"). Top set and integral self-riming lavatory bowls are not permitted.
- 10b-5.10 Provide white plumbing fixtures (tub, water closet and lavatory), with chrome plated exposed drain lines and supply lines (under the vanity and at the water closet).
- 10b-5.11 Lavatory faucets shall be single lever or dual lever (preferred) chrome plated brass with removable cartridge(s). Acceptable examples include: Kohler Forte®(single lever), Moen Viletta (single lever), Moen Brantford (dual lever), American Standard Hampton (dual lever), Symmons Symmetrix S-20-2 (single lever) and Symmons Symmetrix S-240-2-LAM (dual lever). A 5" spout is strongly recommended. Sink stopper must be lever activated.
- 10b-5.12 All bathroom trim must be commercial grade, chrome plated brass as manufactured by nationally known manufacturer.
- 10b-5.13 The water closet must be tank type American Standard, Kohler, Toto, Eljer or equal and have an elongated bowl, white, solid plastic, closed front seat with cover and stainless steel hinges.
- 10b-5.14 The water closet seat and lid must remain in an upright position without being held.
- 10b-5.15 Domestic hot water for guestrooms must have a circulating pump installed inline to provide hot water at the faucet and shower within 10 seconds.
- 10b-5.16 Each hot and cold water supply shall have an individual cut-off valve. The toilet supply line shall be 8"- 10" A.F.F. (or as needed to clear CT base).
- 10b-5.17 A vertical plumbing chase is required at all guestroom baths. The plumbing chase soundproofing must provide an STC rating of fifty-four (54) between the plumbing riser and *each* adjacent guestroom wall where PVC risers are used. It is recommended the chase be located between the bathrooms of two adjacent guestrooms.
- 10b-6.00 ELECTRICAL**
- 10b-6.01 The bathroom light switch shall be mounted at 48" A.F.F. on the side wall of the vanity at the latch side of the door.
- 10b-6.02 For bathrooms exceeding 45 sq. ft., an additional ceiling light will be required and is recommended between the toilet and bathtub.
- 10b-6.03 Bathroom lighting shall be provided by wall sconces located at 5'-10" A.F.F. on the side walls above the vanity (12" from mirror wall). Wall sconces shall have instant on or programmed start electronic ballasts and two (2) 18 watt compact fluorescent lamps per fixture. Horizontal or vertical strip light fluorescent fixtures mounted on walls and surface-mounted fluorescent fixtures mounted on ceilings above lavatories are not acceptable.

**SECTION 10b – GUESTROOM BATHROOM**

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- 10b-6.04 Incandescent lighting will be considered but must be submitted to Hilton Hotels Corporation for approval prior to purchase.
- 10b-6.05 Lighting in guestroom bathrooms must conform to the following recommended ranges of illumination (in foot-candles):
- A. Lavatory/Vanity 60-70 fc at 36" A.F.F.
  - B. Shower/Tub 10-20 fc at 36" A.F.F.
- 10b-6.06 A minimum light level of sixty (60) foot candles is required at the normal face position(s) at the vanities. Hilton Hotels Corporation must approve decorative surface mounted vanity lights.
- 10b-6.07 Provide one (1) duplex GFCI electrical outlet located above the bathroom vanity adjacent to the light switch at 48" A.F.F.

## SECTION 10c – ACCESSIBLE GUESTROOMS

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### 10c-1.00 GENERAL

- 10c-1.01 Each hotel must comply with The *Americans with Disabilities Act* for the required number of accessible guestrooms designed for disabled guests. These guestrooms must contain all facilities specified in the Design and Construction Standards for the typical guestrooms. Further, the required number of guestrooms for "Hearing Impaired" guests shall be provided per ADA *in addition* to the accessible guestrooms above.
- 10c-1.02 Guests must have a barrier free path of travel from their parking place to their accessible guestroom, identified with compliant graphics per ADA.
- 10c-1.03 All grab bars must be securely anchored and capable of withstanding 250 lb. of pull.
- 10c-1.04 The bathroom must contain a minimum 5'-0" diameter of clear floor area for wheelchair manipulation.
- 10c-1.05 Refer to ADA Guidelines for size and location of grab bars required in the accessible guestrooms, including "roll-in" showers in quantities as specified therein.
- 10c-1.06 Refer to ADA Guidelines for required maneuvering width/dimensions and clear space/heights in the accessible bathrooms.
- 10c-1.07 "Roll-in" shower compartments must be provided in quantities as required in the ADA Guidelines, in accessible guestrooms, capable of accepting a wheelchair or a person utilizing a walker. The ADA roll-in shower configuration ADAAG fig. 57b. is the preferred configuration by both Hilton and ADA. If fig. 57a. is used, a separate, fixed shower head must be installed (with diverter) on the side wall at 6'-10" A.F.F. A floor drain is required in the bathroom floor if 57a is used. A one-piece ADA compliant roll-in shower stall is acceptable but must be approved by Hilton.
- 10c-1.08 Lavatory counter must be 22" deep with a minimum width of 36".
- 10c-1.09 Clear depth under lavatory counter must be no less than 29" with a maximum height of 34" above the finished floor.
- 10c-1.10 Lavatory counter must not contain legs or pedestal.
- 10c-1.11 The bottom of the reflective surface of a 30"W x 36"H mirror over the lavatory counter must be no more than 40" above the floor.
- 10c-1.12 Bathtub must be a minimum of 5'-0" long.
- 10c-1.13 Bathtub showerhead shall be connected to a 60" minimum flexible hose on a vertical slide bar with height adjustment from 42" to 78" (1.07m to 1.83m) above floor.
- 10c-1.14 Tub controls are to be mounted in compliance with the ADA.

## **SECTION 10c – ACCESSIBLE GUESTROOMS**

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- 10c-1.15 Communications/Electronics to be provided:
- A. TDD capabilities on telephones.
  - B. Closed caption decoders for use on TV's.
  - C. Horn/strobe fire alarm (bedroom and bathroom).
  - D. Horn/strobe smoke detector in the bedroom area.
  - E. Volume control on telephones.
  - F. Notification devices which announce visitors at the door or incoming telephone calls. Door bells and strobe. The strobe unit shall have "DOOR" engraved on it. A door bell button shall be placed at the corridor side of the entry door at 48" A.F.F. on the latch side of the door.
  - G. A large-faced clock radio with a vibrating pillow alarm attachment.

### **10c-2.00 DOORS, WINDOWS and HARDWARE**

- 10c-2.01 Guestroom entrance door must be 3'-0" wide and have a minimum of 18" min. clear space at latch side of the door (pull side, i.e. guestroom side) and 12" min. on the corridor side.
- 10c-2.02 Lever type hardware is required on all doors.
- 10c-2.03 Mount safety latch, "door guard" at 48" above finished floor.
- 10c-2.04 Provide an additional 180° one-way viewer in the entrance door. The viewer must be mounted between 44" and 48" above finish floor.
- 10c-2.05 The accessible guestroom must be connected to a standard guestroom. The two doors connecting the accessible guestroom with the adjacent guestroom are required to be a minimum 3'-0" x 6'-8" solid core wood door and have all hardware previously outlined for connecting doors. Latch-side clearances as described above for entry doors must also comply.
- 10c-2.06 The bathroom door must be 3'-0" wide.
- 10c-2.07 The marble threshold at the bathroom door must not impede wheelchair movement. Reference ADA for allowable height, sloped sides, etc.
- 10c-2.08 A bi-level closet system shall be installed providing two closet rod heights (separated by a vertical partition of the same material) and the closet shelf. Each "compartment" shall be of equal size - ½ with closet rod and shelf at typical height and ½ with closet rod at 48" A.F.F. and closet shelf no higher than 54". Locate the higher unit on the corridor wall and locate the ironing board and iron in this space.

### **10c-3.00 FINISHES**

(See Section 10a, 10b-3.00)

## **SECTION 10c – ACCESSIBLE GUESTROOMS**

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### **10c-4.00 FF&E**

10c-4.01 Beds shall be installed on bed frames; bed boxes are unacceptable for ADA rooms.

10c-4.02 See prototype drawings for furniture layout.

10c-4.03 Window treatment batons must be accessible (clear path) with long batons with a pull ring. Alternatively, window treatments may be motor driven via remote control located at the nightstand.

10c-4.04 Refer to Hilton Garden Inn Prototype Drawings for location, size and electrical configuration for the accessible Hospitality Center.

10c-4.05 Guestroom portable light fixtures must have base-mounted, push button operation.

10c-4.06 Desks must have 29" of clear space to the apron.

### **10c-5.00 SPECIAL CONSTRUCTION (Graphics and Signs)**

10c-5.01 Door numbers - each accessible guestroom must be identified with uniformly designed and clearly distinguishable numerals. All signage must meet ADA standards for letter height, contrast, and stroke width. Refer to ADA Guidelines for signage requirements.

10c-5.02 Braille and large print signs, safety instructions and hotel information are to be provided in the accessible guestroom. Refer to ADA Guidelines for specific graphics requirements.

### **10c-6.00 MECHANICAL / PLUMBING**

10c-6.01 Refer to ADA Guidelines for required toilet seat height.

10c-6.02 Measurement between centerline of toilet and adjacent sidewall must be 18".

10c-6.03 Plumbing lines under the vanities are to be wrapped or otherwise concealed so as not to cause injury to disabled guests in wheelchairs.

10c-6.04 Refer to ADA Guidelines for bathtub requirements.

10c-6.05 Refer to ADA Guidelines for location of bathtub controls.

10c-6.06 Refer to ADA Guidelines for showerhead unit requirements, dimensions, etc.

**SECTION 10c – ACCESSIBLE GUESTROOMS**

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**10c-7.00 ELECTRICAL**

- 10c-7.01 All light switches, thermostat controls, towel bars, robe hooks and other bath accessories must be mounted at 48" above finish floor (54" where side approach is possible).
- 10c-7.02 Electrical outlets in disabled accessible areas will not be mounted less than 15" above the floor.
- 10c-7.03 Vanity lighting to be provided by a decorative linear fluorescent fixture located above the mirror. Additionally, a ceiling light fixture is to be provided (approximately centered in the ceiling) to provide sufficient lighting at the bathtub.

**SECTION 11- SUITES**

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**11a. SIDE BY SIDE SUITE**

**11b TYPICAL SUITE**

## **SECTION 11a – SIDE BY SIDE SUITE**

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### **11a-1.00 GENERAL**

- 11a-1.01 Hilton Garden Inn suites are offered as optional, upscale accommodations in markets where demand is justified. Upgrades in both size and FF&E have been judiciously applied to provide a higher level of accommodation without sacrificing the ambiance expected of a suite. The inclination to exceed the prototypical configuration and décor is common; however, it is generally not prudent except in certain, market-driven circumstances where further upgrades are deemed necessary such as in urban settings. Please refer to the Hilton Garden Inn Prototypical Plans and FF&E specifications for configuration and design.
- 11a-1.02 A Side-by-Side Suite is a two (2) guestroom bay unit, consisting of a Living Room (parlor) and an upgraded Bedroom.
- 11a-1.03 The parlor must consist of a powder room, closet, and a living room area, a wet bar. It shall have the minimum clear inside dimension of 12'-0" x 20'-0" long.
- 11a-1.04 The bedroom, separated from the parlor by double, bi-parting, louvered, or two panel doors, shall include a closet and a four fixture bath (water closet, vanity, oversized or whirlpool tub and separate shower).
- 11a-1.05 Refer to ADA Guidelines for ADA accessibility requirements. When suites are included in the project, at least one suite must be accessible to comply with ADA Equivalent Facilitation requirements.
- 11a-1.06 Refer to Section 10a-1.00 for additional requirements.
- 11a-1.07 Refer to Section **10b Guestroom Bathroom** and Hilton Garden Inn Prototypical Plans for bathroom requirements.
- ### **11a-2.00 DOORS, WINDOWS and HARDWARE**
- (Refer to Section 10a-2.00 with the following exceptions.)
- 11a-2.01 In typical, side-by-side suites, provide a pair of 2'-6" x 6'-8" louvered or two panel doors. In accessible, side-by-side suites, provide a 3'-0" x 6'-8" louvered or two panel door. Refer to the Hilton Garden Inn Prototypical Plans – Door Schedule for further specifications and hardware requirements.
- ### **11a-3.00 FINISHES**
- (Refer to Section 10a-3.00 for requirements.)

## **SECTION 11a – SIDE BY SIDE SUITE**

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### **11a-4.00**

#### **FF&E**

(Refer to Section 10a-4.00 and the Hilton Garden Inn FF&E Specifications for additional requirements.)

### 11a-4.01

The Parlor must include:

- a. Sleep sofa
- b. Two end tables with table lamps
- c. Lounge chair
- d. Cocktail table
- e. Bachelor's chest (with 4 drawers)
- f. Desk with the Herman Miller "MIRRA®" chair and desk lamp
- g. 32" minimum – 42" maximum LCD HDTV
- h. Wet bar containing:
  - 1.) Microwave oven (under-counter)
  - 2.) Under counter refrigerator
  - 3.) Coffee maker
  - 4.) Bar sink
- i. Artwork
- j. Framed mirror over desk
- k. Framed full length mirror or mirrored closet door
- l. Telephone with voice mail and speaker phone
- m. One hardwired High Speed Internet Access outlet at desk

**SECTION 11a – SIDE BY SIDE SUITE**

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- 11a-4.02 The Bedroom must include:
- a. King Bed (GSS Sleep System)
  - b. Headboard
  - c. Two night stands with table lamps
  - d. Bachelor's chest (with 4 drawers)
  - e. 32" LCD HDTV television
  - f. "Slipper" chair (armless, fully upholstered side chair)
  - g. Side table
  - h. Floor lamp
  - i. Artwork
  - j. Mirrored closet doors
  - k. Telephone with voice mail and speaker phone
  - l. Hilton Garden Inn Clock radio with battery backup
  - m. Iron and ironing board located in closet
  - n. Portable luggage rack located in closet
- 11a-4.03 Telephone must have long cord adequate to reach all seating areas of living room.
- 11a-5.00 SPECIAL CONSTRUCTION (Graphics and Signs)**  
(Refer to Section 10a-5.00 for requirements.)
- 11a-6.00 MECHANICAL / PLUMBING**  
(Refer to Section 10a-6.00 for requirements.)
- 11a-6.01 Both the parlor and bedroom shall have individual HVAC controls.
- 11a-7.00 ELECTRICAL**  
(Refer to Section 10a-7.00 for requirements.)
- 11a-7.01 Provide 3-way switch for welcome (entry foyer) light. Switches to be located at entry door and adjacent to the bedroom door (living room side). Another switch just inside the bedroom door shall operate the bedroom floor lamp.
- 11a-7.02 Provide a separate circuit with a minimum of two duplex outlets at the wet bar for the refrigerator, microwave, and coffee maker.

## **SECTION 11b - TYPICAL SUITE**

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- 11b-1.00 GENERAL**  
(Refer to section 10a-1.00 for typical requirements.)
- 11b-1.01 Hilton Garden Inn Typical Suites ("Shotgun Suites") are offered as optional accommodations in markets where demand warrants a suite configuration in a 12' wide room bay. Please refer to the Hilton Garden Inn Prototypical Plans and FF&E specifications for configuration and design.
- 11b-1.02 Each suite must have a minimum of three (3) separate areas, a living room, a bathroom and a bedroom.
- 11b-1.03 The maximum number of suites in a Hilton Garden Inn hotel is 25% of the total hotel's guestroom count.
- 11b-1.04 The minimum size for a standard "shotgun configuration" Hilton Garden Inn hotel suite with a king bed must be 12'-0" x 35'-2" long (inside net dimensions), 419 square feet (net), inclusive of the bath area. Total area and overall inside dimension may vary with the use of different structural systems.
- 11b-1.05 The minimum size for a standard "shotgun configuration" Hilton Garden Inn hotel suite with two (2) queen beds must be 12'-0" x 38'-2" long (inside net dimensions), 455 square feet (net), inclusive of the bath area. Total area and overall inside dimension may vary with the use of different structural systems.
- 11b-1.06 The suite living room must have the minimum clear inside dimensions of 12'-0" wide x 14'-5" long.
- 11b-1.07 The suite bathroom must have a typical lavatory/vanity top, water closet, and bathtub incorporated into the same room. Inside finished dimensions must be a minimum of 5'-0" x 8'-0" (Refer to Section 10b – GUESTROOM BATHROOM for bathroom requirements).
- 11b-1.08 The suite bedroom with a king bed must have the minimum clear inside dimensions of 12'-0" wide x 12'-0" long.
- 11b-1.09 The suite bedroom with two (2) double queen beds must have the minimum clear inside dimensions of 12'-0" wide x 14'-0" long.
- 11b-1.10 All suite bedrooms must be either king or double queen bedded. A maximum of 50% will be double queen rooms. Refer to ADA Guidelines for accessibility requirements. At least one suite of each type must be accessible to comply with ADA Equivalent Facilitation requirements.
- 11b-1.11 Hilton Garden Inn Typical Suites have two different configurations. Verify configurations with local code officials. Note that jurisdictions using the Uniform Building Code (UBC) require that one half of the area of the common wall must be open and unobstructed to meet code requirements for natural lighting in the living room area.
- 11b-1.12 At least 50% of the total suite count must be designated as non-smoking suites.
- 11b-1.13 Living rooms and bedrooms must have a minimum ceiling height of 8'-0".

**SECTION 11b - TYPICAL SUITE**

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- 11b-1.14 Furred ceilings in bathrooms, hallways, soffits in living room and bedroom must have minimum ceiling height of 7'-6".
- 11b-1.15 All suites must have an enclosed closet with a minimum of 3'-6" in total width, 2'-0" in total depth, with a hanging height of 5'-10" A.F.F. and accommodate a portable luggage rack, ironing board and integral iron caddy/ironing board hanger.
- 11b-1.16 All closets and/or casegoods designed for hanging clothes are required to have doors. Refer to ADA Guidelines for required accessible hanger rod and shelf height.
- 11b-1.17 A full-length framed mirror is required and must be a minimum of 24" x 57". Where closet doors are mirrored, an additional full-length mirror is not required.
- 11b-2.00 DOORS, WINDOWS and HARDWARE**  
(Refer to section 10a-2.00 for typical requirements)
- 11b-2.01 All sliding glass doors leading to the exterior must have a non-keyed, secondary locking device (Engert's Patio Door Security Latch or equal) A safety chain is not approved by Hilton Hotels Corporation. The sliding panel must be mounted on the interior track to prevent any removal of the door from the exterior.
- 11b-2.02 Sliding glass doors shall have tempered glass, a 30 STC rating for noise, and be insulated for climate control.
- 11b-2.03 Closet doors may be mirrored (frameless steel bypass), bi-parting or bypass, 2 panel wood. Fabric type folding (accordion) doors are not acceptable.
- 11b-2.04 Each bedroom must have a minimum of 26.5 square feet of glazed area. If glass extends to the floor, it must be tempered. Windows, if operable, must have guest-operated sash stops to limit the opening to 4" maximum, local codes permitting. Balconies and patio doors are not recommended except in appropriate markets, and with Hilton Hotels Corporation approval.

## **SECTION 11b - TYPICAL SUITE**

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**11b-3.00 FINISHES**  
(Refer to section 10a-3.00 for typical requirements)

11b-3.01 LIVING ROOM:

- Floors - Carpet
- Base - Carpet / Wood
- Walls - Vinyl wall covering
- Ceiling - Sprayed acrylic knock-down texture finish (medium to fine)

BEDROOM:

- Floors - Carpet
- Base - Carpet / Wood
- Walls - Vinyl wall covering
- Ceiling - Sprayed acrylic knock-down texture finish (medium to fine)

**11b-4.00 FF&E**  
(Refer to section 10a-4.00 for additional typical requirements)

11b-4.01 The Living Room must include:

- a. Sleep sofa
- b. End table with table lamp
- c. Lounge chair
- d. Cocktail table
- e. Activity desk
- f. Herman Miller "MIRRA®" desk chair
- g. Desk lamp
- h. TV chest (with 4 drawers)
- i. 32" Minimum - 42" Maximum LCD HDTV television
- j. Hospitality Center or bar containing:
  - 1.) Microwave oven
  - 2.) Under counter refrigerator
  - 3.) Coffee maker
- k. Artwork
- l. Framed mirror over desk
- m. Framed full length mirror or mirrored closet door
- n. Telephone with voice mail and speaker phone
- o. High Speed Internet Access at the desk

## **SECTION 11b - TYPICAL SUITE**

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- 11b-4.02 The Double Queen Bedroom must include:
- a. Two queen beds (GSS Sleep System)
  - b. Two headboards
  - c. One night stand with table lamp
  - d. TV chest with 3 drawers
  - e. 32" LCD HDTV television
  - f. Framed full length mirror or mirrored closet door
  - g. Telephone with voice mail, data port and speaker phone
  - h. Hilton Garden Inn Clock Radio with battery backup.
  - i. Iron and ironing board located in the closet
  - j. Portable luggage rack located in the closet
- 11b-4.03 The King Bedroom must include:
- a. King bed (GSS Sleep System)
  - b. One headboard
  - c. Two night stands with table lamps
  - d. TV chest (with 4 drawers)
  - e. 32" LCD HDTV television
  - f. Artwork
  - g. Framed full length mirror or mirrored closet door
  - h. Telephone with voice mail and speaker phone
  - i. Hilton Garden Inn Clock Radio with battery backup
  - j. Iron and ironing board located in the closet
  - k. Portable luggage rack located in the closet
- 11b-4.04 Portable lighting fixtures must be ceramic, plaster/resin, metal or wood. Plastic molded lamps are not acceptable. Special consideration should be given in the selection of the lampshades to ensure the required light levels are not hindered. Translucent shades are required.
- 11b-4.05 Sofa beds and chairs must have heavy duty, commercial, construction grade, fabric upholstery. Vinyl upholstery is not acceptable.
- 11b-4.06 Furniture, and its hardware, in the typical suites must be the same appearance and construction quality as typical guestrooms.
- 11b-4.07 Provide a TV chest in each suite bedroom and living area to accommodate a television with a screen size of 32" (LCD Television).

## **SECTION 11b - TYPICAL SUITE**

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- 11b-4.08 Each bedroom must have a framed mirror, free of distortion, with a minimum measurement of at least 24" wide and 57" high unless mirrored closet doors are used. The mirror must be at least 3/16" thick polished float glass.
- 11b-4.09 A king size bed requires two, flanking nightstands. In a two-bedded configuration, one nightstand is required between the beds. Minimum nightstand dimensions are 24" wide, 18" deep and 24" high.
- 11b-4.10 Bed frames must be soundly constructed to support the outer rail of the wood box spring and securely hold the mattress and box springs in place. They must be of steel or wood construction. A support for the center of the box spring frame is recommended on all sizes and required on king size.
- 11b-4.11 A Hilton GSS bed is required for all suites. Refer to Hilton Garden Inn FF&E specifications.
- 11b-4.12 Each suite must have two (2) 32" LCD HDTV panels.
1. A remote unit is required for each TV.
  2. The Suite TV may be mounted to the wall **only** if the wall is common to the Suite.
- 11b-4.13 Each guest suite bedroom must have an easy to operate AM/FM Hilton Garden Inn Clock Radio with an alarm and illuminated face, and battery backup. The Hilton Garden Inn Clock Radio must be located on, but not attached to, the nightstand.
- 11b-4.14 Each guest suite must contain two (2) touch-tone telephones and a current telephone directory.
- 11b-4.15 A message waiting indicator light is required on both telephone units.
- 11b-4.16 Telephones must be equipped with voice messaging, speakerphone and data jack.
- 11b-4.17 Telephone in living area must have a long cord, adequate to reach all seating areas of the room; a cordless phone would be acceptable.
- 11b-5.00 SPECIAL CONSTRUCTION (Graphics and Signs)**  
(Refer to section 10a-5.00 for typical requirements)
- 11b-6.00 MECHANICAL / PLUMBING**  
(Refer to section 10a-6.00 for typical requirements)
- 11b-6.01 Thermostatically-controlled, year-round heating and cooling, at the guest's request, must be provided for each suite with individual control for the guest's comfort. Thermostats are to be located within each suite (in the living room area) to effectively control the temperature in all areas of the suite. Thermostats must allow continuous fan operation.
- 11b-6.02 PTAC HVAC units are not permitted in shotgun configured suite rooms. A VTAC unit with ducted supply to living room is allowed.
- 11b-6.03 Fuel burning fireplaces are not permitted in guest suites.

**SECTION 11b - TYPICAL SUITE**

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- 11b-6.04 Each hot and cold water supply shall have an individual cut-off valve.
- 11b-7.00 ELECTRICAL**  
(Refer to section 10a-7.00 for typical requirements)
- 11b-7.01 A minimum light level of ten (10) foot candles is required for general illumination throughout the suite, measured at the floor.
- 11b-7.02 A minimum lighting level of thirty (30) foot candles is required at the task surface of the hospitality center or bar.
- 11b-7.03 In the living room, a light source is required at the end of the sofa and adjacent to the lounge chair providing thirty (30) foot candles of reading light measured at the arm rest.
- 11b-7.04 A light source is required on each nightstand. The fixture shall provide a minimum of thirty (30) foot-candles of reading light at the pillow level.
- 11b-7.05 Two recessed incandescent downlights are required at hallway connecting the living room and bedroom. Light levels shall be a minimum of thirty (30) foot-candles on the work surface of the hospitality center or bar.
- 11b-7.06 Electrical outlets shall be located to allow convenient connection of the individual light fixture while still concealed behind furniture (nightstand, end table, etc.).
- 11b-7.07 Electrical and TV outlets must be located at typical height behind the TV armoire.
- 11b-7.08 One (1) duplex electrical outlet must be provided at the hospitality center for coffeemaker use. Provide an additional circuit for under-counter refrigerator and microwave outlets. Refer to Hilton Garden Inn Prototype Plans for location.
- 11b-7.09 One (1) duplex electrical outlet with surge protection and LED indicator light and RJ 45 data jack must be provided within the width of the desk where it abuts the wall at 33" above finished floor. One (1) duplex outlet and standard phone outlet must be mounted at typical height (approx. 12" A.F.F.) directly below the outlets listed previously.
- 11b-7.10 Back-to-back electrical outlets are not permitted between suites.
- 11b-7.11 Provide a 3 way switch at the entry door and in the hallway between the living room and bedroom that operates the living room ceiling fixture.
- 11b-7.12 Light fixtures must be ceiling mounted or free standing. Swag lamps are not acceptable.
- 11b-7.13 Hard-wired smoke detectors are required in each suite bedroom and living room. These detectors are required to have a battery backup power source, and be cross-wired to each other.
- 11b-7.14 Refer to the Hilton Garden Inn Prototypical Plans for further electrical details/locations.

**SECTION 12 – GUESTROOM SUPPORT AREAS**

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- 12a. GUESTROOM CORRIDORS**
- 12b. VENDING ROOM**
- 12c. LINEN ROOM**
- 12d. GUEST LAUNDRY**
- 12e. MECHANICAL/ELECTRICAL CLOSETS**

## **SECTION 12a – GUESTROOM CORRIDORS**

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### **12a-1.00 GENERAL**

- 12a-1.01 It is important that the guestroom corridors have a consistent appearance carried from the guestrooms to the corridors. Corridors must be attractive as well as utilitarian and relatively maintenance free.
- 12a-1.02 Guestroom corridors must be a minimum of 5'-0" wide, 6'-0" recommended (7'-0" at guestroom entry doors). Guestroom entry door must be recessed 1'-0" from the corridor.
- 12a-1.03 Long straight corridors must be visually broken up. The use of breaks in the ceiling plane (coffers) is recommended. Offsets at entry doors and carpet insets are required.
- 12a-1.04 Provide a minimum ceiling height in guestroom corridors of 8'0". It is recommended that a 6" coffer detail be added to ceiling treatment to give interest to a flat ceiling. Ceiling height at indented guestroom entrances (door drops above doors only) may be reduced to 7'-6" minimum.
- 12a-1.05 Acoustical ceiling tile will only be permitted on the first floor (for plumbing, etc. access) and shall be incorporated in a coffered area with a minimum 4" return in the center of the ceiling. When ACT is used, it shall be Armstrong "Cirrus" tegular or equal with a 9/16" grid system of the same color as the tile (white).

### **12a-2.00 DOORS, WINDOWS and HARDWARE**

- 12a-2.01 Automatic door closers and electronic card key locksets are required on all exterior entry doors.
- 12a-2.02 All locksets and latchsets for doors to linen rooms, mechanical and electrical rooms, stairwells, and other non-public spaces on guestroom floors shall match the hardware selected for guestroom entry doors in finish and style.
- 12a-2.03 Vinyl bulb weather-stripping with and smoke seal must be provided on all exterior doors.
- 12a-2.04 Windows with window treatments are required at the end of guestroom corridors. On the first floor, corridor entry/exit doors shall be storefront (aluminum and glass) doors.

**SECTION 12a – GUESTROOM CORRIDORS**

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**12a-3.00 FINISHES**

12a-3.01 PRIMARY CORRIDORS:

Floors - Carpet

Base - Carpet

Walls - Vinyl wall covering with Vinyl border

Ceiling - Textured paint, Acoustical tile (first floor only - limited to coffered areas), Gyp board painted

12a-3.02 Vinyl wall covering must be Type II vinyl fabric and have a class "A" flame spread rating and use strippable adhesive. Vinyl wall covering border is required at all corridors and shall be applied with vinyl over vinyl adhesive.

12a-3.03 Corner guards shall be ¾", opaque, acrylic, matte finished plastic and shall be applied to all outside corners in corridors. For typical Hilton Garden Inn corridor wall covering, the matching corner guard is: InPro Corporation, color Light Beige.

12a-3.04 Corner guards must extend from top of the carpet base to bottom of the vinyl border, and shall be the same color as the adjacent vinyl wall covering. No exposed fasteners are allowed in the installation of the corner guards. Recommend using corner guards with factory applied, adhesive tape, and additionally, apply silicone to the inside corner of the piece.

12a-3.05 Chair rail is not recommended. If chair rail is used, it must be 4", decorative profile and painted the same color as guestroom door frames.

12a-3.06 Clear plastic corner guards are not permitted.

12a-3.07 4" carpet base is required in corridors. The use of vinyl, rubber or plastic for base material is not permitted.

12a-3.08 Carpet base must be bound. Binding must be same color as carpet.

12a-3.09 Corridor carpet may be enhancer back or installed over padding. It may be tackless (power stretched) or double glue-down installation.

**12a-4.00 FF&E**

12a-4.01 Refer to Hilton Garden Inn FF&E Specifications for specifications, pattern and color for carpeting, wallcovering, lighting, etc.

## **SECTION 12a – GUESTROOM CORRIDORS**

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### **12a-5.00 SPECIAL CONSTRUCTION (Graphics and Signs)**

12a-5.01 Directional signage must be provided. (Refer to Hilton Garden Inn signage specifications).

12a-5.02 Guestroom signage must be provided on corridor wall adjacent to strike side of each guestroom door at 60" above finished floor to the center of the sign. Guestroom signage must have raised letters and grade 2 Braille per ADA requirements (see signage specifications).

12a-5.03 The international "*No Smoking*" symbol is to be clearly displayed at all guestrooms designated as "non-smoking". The graphic should be included with the guestroom numeral signage. As an alternate, entire floors may be designated as non-smoking with "*No Smoking*" graphics in each elevator lobby, rather than on each guestroom door.

### **12a-6.00 MECHANICAL / PLUMBING**

12a-6.01 Corridors must be ventilated to comply with ASHRAE Standard 62.1-2004, and pressurized with a make-up air system providing 100 percent outside air. Guestroom PTAC units shall not be counted in determining exhaust/make-up air balance. Design the makeup air system to provide room neutral (68 – 72 °F) air to the corridor at all times for conditioning. See previous Design Criteria for specific requirements.

12a-6.02 Fire extinguisher cabinets must be semi-recessed (full recessed units are preferred).

### **12a-7.00 ELECTRICAL**

12a-7.01 General lighting in corridors must provide a minimum light level of ten (10) foot-candles, measured at floor level. Provide a minimum light level of fifteen (15) foot-candles at guestroom entrance doors, measured at door lock.

12a-7.02 Convenience outlets must be provided in the corridors for housekeeping equipment at a minimum of every 50 feet.

12a-7.03 The design of corridor lighting must satisfy three requirements:

- A. Proper illumination for safety and comfort.
- B. Functional design based on physical limitations.
- C. Hilton Garden Inn specification and prototypical design.

12a-7.04 Elevator landings / lobbies should incorporate decorative ceiling and/or wall sconce lighting.

12a-7.05 Install a housephone in elevator lobbies - wall-mount (48" A.F.F.) on appropriate sidewall, or tabletop when a console table is provided.

**SECTION 12a – GUESTROOM CORRIDORS**

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- 12a-7.06 Every effort should be given to installing fire alarm horn/strobe and emergency lighting units adjacent to or on side walls for aesthetic reasons and to allow decorative pieces (furniture, mirror, artwork, wall sconce lighting, etc.) on the long wall opposite the elevator doors.

## **SECTION 12b – VENDING ROOM**

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### **12b-1.00 GENERAL**

- 12b-1.01 Provide a minimum of one vending area on every guestroom floor, serving a maximum of 50 guestrooms. Each vending area shall have one self-dispensing ice machine on each floor. Soda vending machines are optional.
- 12b-1.02 Equipment within the vending area must be located in an alcove or enclosed room (preferred) to reduce noise and somewhat conceal visibility – particularly in each elevator lobby.

### **12b-2.00 DOORS, WINDOWS and HARDWARE**

- 12b-2.01 A vision panel must be provided on doors to vending room, when provided.

### **12b-3.00 FINISHES**

#### **12b-3.01 VENDING AREA:**

- Floors - Ceramic Tile or better
- Base - Ceramic Tile or better
- Walls - Vinyl wall covering
- Ceiling - Acoustical ceiling tile (2'x2') or painted gypsum board.

- 12b-3.02 Slip resistant ceramic with matching base is required for all vending areas.
- 12b-3.03 Tile must have a minimum static coefficient of friction of 0.6 per ASTM 1028. Tile size should be 8" x 8" minimum.
- 12b-3.04 Vinyl tile or base is not acceptable.

### **12b-4.00 FF&E**

- 12b-4.01 One self-service ice machine with a minimum production capacity of 175-lb/24 hr. is required. Machine must be equipped with sanitary dispenser operated by push button.
- 12b-4.02 An enclosed, flame retardant trashcan must be provided in the vending area.
- 12b-4.03 Vending rooms with windows, located on the exterior wall must have the same window covering treatment as adjacent spaces.
- 12b-4.04 Area must comply with ADA.

### **12b-5.00 SPECIAL CONSTRUCTION (Graphics and Signs)**

- 12b-5.01 Vending room signage is required. (Refer to Hilton Garden Inn signage specifications).

**SECTION 12b – VENDING ROOM**

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**12b-6.00 MECHANICAL / PLUMBING**

12b-6.01 An appropriate year round heating and cooling system is required to appropriately heat and cool this area.

12b-6.02 Heat build-up in vending areas must be addressed by exhausting the space to reduce heat load.

12b-6.03 Provide a floor drain under the ice machine and slope floor to drain. Drain cover to be brass.

12b-6.04 The water supply for the ice machine must be provided.

**12b-7.00 ELECTRICAL**

12b-7.01 A minimum of twenty (20) foot-candles of general lighting is required at floor level. Decorative fixtures must be used for lighting requirements. Switched lighting is not permitted.

**SECTION 12c - LINEN ROOM**

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**12c-1.00 GENERAL**

12c-1.01 Provide a lockable linen room on each guestroom floor. Linen room must be adequately sized to accommodate two (2) housekeeper carts (58"L x 21"W x 44"H), 36 lineal feet of 18" deep shelving spaced approximately 18" apart floor to ceiling and a limited amount of vertical storage space for mops, brooms, etc.

12c-1.02 Provide a separate lockable linen room for new/unbroken linen storage adjacent to the Laundry.

12c-1.03 Linen chutes must be contained in a room adequately sized to accommodate a cart and a person so that corridor is unobstructed.

**12c-2.00 DOORS, WINDOWS and HARDWARE**

12c-2.01 Guestroom floor linen room doors must have an electronic card key or mechanical key lock and door closer.

12c-2.02 Linen chute doors must have a lock and be self-closing.

**12c-3.00 FINISHES**

12c-3.01 LINEN ROOM:

- Floors - Vinyl composite tile (concrete floors are not acceptable)
- Base - 4" Vinyl cove base
- Walls - Paint
- Ceiling - Paint

**12c-4.00 FF&E**

12c-4.01 Linen rooms with windows, located on the exterior wall must have the same window covering treatment as adjacent spaces.

**12c-5.00 ELECTRICAL**

12c-5.01 Any electrical risers or equipment located within the linen room is required to be enclosed in a serviceable closet or have a lockable panel cover.

12c-5.02 A minimum of twenty (20) foot-candles of general lighting is required in the linen rooms. All exposed light bulbs must have a protective sleeve or cover for safety.

## **SECTION 12d - GUEST LAUNDRY**

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### **12d-1.00 GENERAL**

- 12d-1.01 A guest laundry room must be provided.
- 12d-1.02 Guest laundry room must contain a minimum of one (1) residential washer and dryer. Hotels should consider additional washers and dryers based on guest demand and usage. Dryers must be vented/exhausted to the exterior.
- 12d-1.03 The guest laundry is required to be located in an enclosed room convenient to guestrooms and be ADA compliant.

### **12d-2.00 DOORS, WINDOWS and HARDWARE**

- 12d-2.01 Entry door must have a vision glass or side lite in the adjacent wall for security, an electronic card key lock (with deadbolt removed) and closer.

### **12d-3.00 FINISHES**

#### **12d-3.01 GUEST LAUNDRY:**

- Floors - Ceramic Tile or better
- Base - Ceramic Tile
- Walls - Vinyl wall covering
- Ceiling - Acoustical Ceiling Tile / Painted gypsum board

- 12d-3.02 The floor material in the guest laundry is required to be a hard tile surface or better. Vinyl flooring and/or base is not permitted.
- 12d-3.03 A finished ceiling is required in the guest laundry. No exposed structure is allowed.
- 12d-3.04 All electrical and plumbing connections must be concealed behind equipment.

### **12d-4.00 FF&E**

- 12d-4.01 Provide a minimum 36" x 22" (34" max AFF) counter with a laminate top in the guest laundry.
- 12d-4.02 Provide a wall mounted, coin operated, laundry supplies dispenser or signage indicating the availability of supplies for purchase in the Pavilion Pantry.

### **12d-5.00 SPECIAL CONSTRUCTION (Graphics and Signs)**

- 12d-5.01 Provide a clearly posted, Hilton Garden Inn approved, instructional signage for washer/dryer and cycle time.

### **12d-6.00 MECHANICAL / PLUMBING**

- 12d-6.01 The guest laundry is required to have year round heating and cooling and be adequately ventilated.

**SECTION 12d - GUEST LAUNDRY**

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12d-6.02 Provide a floor drain in the Guest Laundry and slope floor to drain. Drain cover is to be brass.

**12d-7.00 ELECTRICAL**

12d-7.01 A minimum of thirty (30) foot-candles of light is required, measured at 36" above finished floor, in guest laundry. Switching of lighting is not permitted; a motion sensor or keyed light switch is required. The motion sensor must have a delay of 30 minutes from the last detection of movement in the defined area prior to shut down.

12d-7.02 A house telephone mounted at 48" above finished floor is required.

**SECTION 12e – MECHANICAL/ELECTRICAL CLOSETS**

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**12e-1.00 GENERAL**

**12e-2.00 DOORS, WINDOWS and HARDWARE**

12e-2.01 Doors accessing all mechanical/electrical closets must be lockable. Electronic key card locks are recommended.

**12e-3.00 FINISHES**

**12e-3.01 MECHANICAL/ELECTRICAL CLOSETS**

Floors - Concrete, steel troweled and sealed

Base - None (vinyl if gypsum board walls)

Walls - Paint

Ceiling - Paint

12e-3.02 Floor finish must be sealed concrete or better.

**12e-4.00 MECHANICAL / PLUMBING**

12e-4.01 Ventilation must be provided in mechanical/electrical closets.

**12e-5.00 ELECTRICAL**

12e-5.01 A minimum of thirty (30) foot-candles of general lighting is required in the mechanical/electrical closets. All light bulbs must have a protective sleeve or cover for safety.

12e-5.02 Emergency lighting must be provided in mechanical/electrical rooms of 50 square feet or larger.

12e-5.03 Mechanical and electrical closets must have centrally annunciated hard-wired heat and smoke detector.

## **SECTION 13 - ADMINISTRATIVE OFFICES**

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### **13-1.00 GENERAL**

### **13-2.00 DOORS, WINDOWS and HARDWARE**

- 13-2.01 Door lock leading into administrative space from public corridor to have key pad access.
- 13-2.02 Provide locks on all rooms and offices. Lock must release with key, turning the inside lever or closing the door.

### **13-3.00 FINISHES**

#### **13-3.01 ADMINISTRATIVE OFFICES/AREA**

- Floors - Carpet
- Base - 4" Vinyl base / 4" Carpet base
- Walls - Vinyl Wall Covering. Acrylic knock-down texture or breathable/fabric wallcovering when approved.
- Ceiling - Acoustical tile / Textured paint

### **13-4.00 FF&E**

- 13-4.01 For each office, provide a minimum of one desk (with pencil drawer and file drawer, minimum), one desk chair and one side chair. Credenzas with file drawers and cabinets are highly recommended.

### **13-5.00 MECHANICAL / PLUMBING**

- 13-5.01 Heating and air conditioning must be provided for all spaces.

### **13-6.00 ELECTRICAL**

- 13-6.01 A minimum of sixty (60) foot candles of general lighting is required in the office areas. Lighting Level must be measured at desk height.
- 13-6.02 All office lighting must be locally switched.
- 13-6.03 Provide a minimum of one duplex 120v., 20 a. duplex receptacle on each wall with spacing not to exceed 20 feet on center.
- 13-6.04 Provide the following power at each workstation:
- A. One dedicated 120V., 20a. QUAD power outlet (4 plugs) located within five feet of each workstation for computer equipment
  - B. One 120v., 20a. duplex receptacle for miscellaneous items.
  - C. Extension cords and power strips are not allowed.

## **SECTION 13 - ADMINISTRATIVE OFFICES**

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- 13-6.05      Coordinate telephone and electrical outlets with office layout and provide floor outlets and/or drop cords if required.
- 13-6.06      Each workstation is to be wired to accommodate one (1) four-pair 24-gauge Category 5e Inside Wire for voice, and one (1) four-pair 24-gauge Category 6e Inside Wire data. Termination will be in a three-way flush mount faceplate.
- 13-6.07      The workstation wiring shall be placed in a ¾ inch conduit that is “home run” from each workstation back to the utility closet, computer room, and/or main telephone equipment room. The maximum distance of 300 feet, or 90 meters, is allowed from the HUB to each workstation.

## **SECTION 14 - EMPLOYEE BREAK ROOM**

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### **14-1.00 GENERAL**

14-1.01 Provide an employee break room with a minimum of 100 square feet or 1.0 square feet per guestroom (whichever is greater).

14-1.02 Locate the break room adjacent to exterior wall to provide a window, if possible.

### **14-2.00 DOORS, WINDOWS and HARDWARE**

14-2.01 Entrance doors (when applicable) must be a 3'-0"x6'-8" solid core wood door with self-closing hardware, lockset and a wire glass vision panel only if accessed directly off service corridor.

### **14-3.00 FINISHES**

#### **14-3.01 EMPLOYEE BREAK ROOM**

Floors - Vinyl composition tile

Base - 4" Cove vinyl base

Walls - Paint

Ceiling - Acoustical tile

14-3.02 Concrete floors are not acceptable.

14-3.03 A finished ceiling is required. Exposed or painted structure ceilings are not allowed.

### **14-4.00 FF&E**

14-4.01 Provide counter and cabinets to house microwave, coffee maker, full size refrigerator and a two compartment stainless steel sink beside the counter.

14-4.02 Provide a minimum of one table with high pressure laminate top and four chairs.

### **14-5.00 MECHANICAL**

14-5.01 Employee break room must be air-conditioned (heated and cooled) and ventilated with continuous exhaust.

### **14-6.00 ELECTRICAL**

14-6.01 A minimum of thirty (30) foot candles of general lighting is required, measured at 36" above finished floor, in the break room.

14-6.02 Provide a house phone in the break room.

## **SECTION 15 - EMPLOYEE LOCKERS / TOILETS**

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### **15-1.00 GENERAL**

- 15-1.01 Provide a unisex toilet facility for employees as a minimum. Local codes may require additional facilities.
- 15-1.02 Provide an area designated for employee lockers.
- 15-1.03 Employee facilities must be located convenient to the service areas.
- 15-1.04 A janitor closet with storage shelf and service sink should be located adjacent to toilets.
- 15-1.05 Provide a mirror and shelf combination above the lavatory.
- 15-1.06 Toilet accessories are required as follows:
- A. Dual toilet tissue holder.
  - B. Sanitary napkin/tampon dispensing machine in women's toilet.
  - C. Waste receptacle.
  - D. Wall-mounted paper towel dispenser.
  - E. Wall-mounted liquid soap dispenser at each lavatory.

### **15-2.00 DOORS, WINDOWS and HARDWARE**

- 15-2.01 Bathroom door must be solid core wood, self-closing with lockset. If multiple stall toilets are provided, kickplates and push/pull plates must be provided in lieu of a lockset.

### **15-3.00 FINISHES**

#### **15-3.01 TOILETS:**

- Floors - Ceramic tile
- Base - Ceramic tile
- Walls - Paint
- Ceiling - Acoustical tile or textured paint

#### **15-3.02 LOCKER/AREA:**

- Floors - Vinyl composition tile
- Base - 4" Cove vinyl base
- Walls - Paint
- Ceiling - Acoustic tile or textured paint

- 15-3.03 A finished ceiling is required. Exposed or painted structure ceilings are not allowed.

## **SECTION 15 - EMPLOYEE LOCKERS / TOILETS**

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15-3.04 A 48" high ceramic tile wainscot located on walls behind water closets and urinals is required.

### **15-4.00 FF&E**

15-4.01 Provide one locker per 6 guestrooms minimum. When separate rooms are provided for lockers, allocate the appropriate number of the lockers according to your employee mix.

15-4.02 Employee lockers must be painted metal, minimum 12" x 15" x 36" high, stacked two high with 6" enclosed base. Each locker must have a number plate, padlock attachment and a sloped top for the top units, where stacked units are provided.

### **15-5.00 SPECIAL CONSTRUCTION (Graphics and Signs)**

15-5.01 Employee facilities must be clearly identified. The use of international symbols is recommended.

### **15-6.00 MECHANICAL/PLUMBING**

15-6.01 Employee facilities must have year round heating and refrigerant air conditioning. Toilets must have an exhaust fan.

15-6.02 Provide a floor drain in toilet rooms. Drain cover to be brass. Slope floors to drain.

15-6.03 Water closets must be wall mounted flush valve-type, elongated bowl and vitreous china.

15-6.04 Water closet seats must be white, solid plastic and open front with lid and stainless steel hinges. Seat must remain in an upright position without being held.

15-6.05 Lavatories are to be wall mounted.

15-6.06 Exposed plumbing must be chrome-plated. Pipes beneath lavatories are to be wrapped with preformed insulation.

### **15-7.00 ELECTRICAL**

15-7.01 A minimum of twenty (20) foot candles of general lighting is required in the employee areas.

15-7.02 A minimum of thirty (30) foot candles of lighting is required at the lavatory areas.

15-7.03 Provide a minimum of one duplex, ground fault convenience outlet at each lavatory area.

## SECTION 16 - KITCHEN

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### 16-1.00 GENERAL

- 16-1.01 Provide a janitor closet in or adjacent to kitchen. Janitor closet must have a mop sink, supply shelf and a mop and broom holder.
- 16-1.02 Provide a lockable room for dry storage.
- 16-1.03 Provide waste receptacle, towel dispenser, soap dispenser and a hand sink in kitchen.

### 16-2.00 DOORS, WINDOWS and HARDWARE

- 16-2.01 Kitchen doors must be a minimum of 3'-0" wide.
- 16-2.02 Kitchen receiving doors must have a lockset, kickplate and door closer with hold open feature.
- 16-2.03 Kitchen serving doors must have push / pull plates, view panel, kick plates and door closers.

### 16-3.00 FINISHES

- 16-3.01 All walls to meet code requirements and have a washable finish. The walls must have applied fiberglass reinforced plastic panels as a minimum.
- 16-3.02 Walls behind the cooking and dishwashing areas must be of masonry construction or full height ceramic tile, stainless steel or fiberglass reinforced panels. Wall behind display cooking all walls visible to the guest must be full height ceramic tile. Decorative tile may be located between the stove top and vent hood only.

#### 16-3.03 KITCHEN:

- Floors - Abrasive quarry tile
- Base - Quarry tile
- Walls - Fiberglass reinforced plastic panels / Ceramic tile and/or epoxy paint
- Ceiling - Washable ceiling system / epoxy paint

#### 16-3.04 DRY STORAGE:

- Floors - Abrasive quarry tile
- Base - Quarry tile
- Walls - Fiberglass reinforced plastic panels
- Ceiling - Washable ceiling system / epoxy paint

## **SECTION 16 - KITCHEN**

---

- 16-3.05 JANITOR CLOSET:
- Floors - Abrasive quarry tile
  - Base - Quarry tile
  - Walls - Epoxy paint
  - Ceiling - Washable ceiling system / epoxy paint
- 16-3.06 All finishes must meet local code and health department requirements.
- 16-4.00 FF&E** (Refer to Hilton Garden Inn Prototype Drawings for equipment)
- 16-5.00 SPECIAL CONSTRUCTION (Graphics and Signs)**
- 16-5.01 All signs required by local health department to be posted in kitchen.
- 16-6.00 MECHANICAL / PLUMBING**
- 16-6.01 The mechanical system in the kitchen area must be designed to maintain a negative pressure with respect to adjacent public areas, to prevent odor migration.
- 16-6.02 Independent HVAC and tempered make-up systems are required in kitchen.
- 16-6.03 The exhaust canopies must have an automatic fire extinguishing systems and incorporate make-up-air.
- 16-6.04 An automatic fire suppression sprinkler system must be provided in the kitchen.
- 16-6.05 A portable dry chemical fire extinguisher must be provided in the kitchen.
- 16-6.06 A hand sink and soap dispenser must be provided in the kitchen.
- 16-6.07 Provide a grease trap for all kitchen fixtures and equipment discharging greasy waste including dishwasher pre-rinse only, pot and ware wash sinks, and floor drains in areas where grease is likely to accumulate. Grease traps serving all these fixtures shall be located outside the building.
- 16-6.08 Provide a floor drain in kitchen. Drain cover to be brass.
- 16-7.00 ELECTRICAL**
- 16-7.01 Provide a minimum of fifty (50) foot candles of light measured at the work surface height in the kitchen area.
- 16-7.02 Freezers and refrigerators must be circuited for emergency power when emergency generator is provided.
- 16-7.03 All electrical panels must be clearly marked with all equipment circuits identified.

## **SECTION 17 - LAUNDRY**

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### **17-1.00 GENERAL**

- 17-1.01 Locate the Laundry on lowest level of the hotel and acoustically insulate to prevent vibration and noise transmission to other areas of the hotel.
- 17-1.02 All laundry equipment must be installed with vibration isolators.
- 17-1.03 Washer/extractors must be installed on isolated thickened slabs.
- 17-1.04 Laundry equipment shall be based upon 11-13 lbs. of laundry per guestroom.
- 17-1.05 Provide a Linen Storage Room adjacent to the Laundry. The Linen Storage Room must be adequately sized to accommodate 36 lineal feet of 17" shelving.
- 17-1.06 A linen chute is required. It must terminate with an automatic fire rated closure device activated by a fusible link.
- 17-1.07 Dryers must be surrounded by a gypsum board enclosure to control exposure of heat to the laundry. Access to the enclosure shall be through a lockable door.

### **17-2.00 DOORS, WINDOWS and HARDWARE**

- 17-2.01 Entrance doors are to be 3'-6" x 6'-8" (7'-0" high if off guestroom corridor) with keyed deadbolt outside and thumb turn inside, door closer with hold open feature, push/pull-plates and kick plates.

### **17-3.00 FINISHES**

#### **17-3.01 LAUNDRY:**

- Floors - Concrete, steel troweled, sealed or better. (VCT recommended).
- Base - Vinyl cove base
- Walls - Epoxy Paint
- Ceiling - Moisture resistant acoustical tile or Epoxy Paint

- 17-3.02 All Laundry Areas must have a finished ceiling.
- 17-3.03 Walls must be painted moisture resistant gypsum board, masonry, or better.

### **17-4.00 FF&E (Refer to prototype drawings for equipment requirements)**

- 17-4.01 Provide a minimum of one wall hung table for folding. Table must be heavy duty, collapsible and be finished with plastic laminate on all exposed surfaces and edges.

### **17-5.00 MECHANICAL / PLUMBING**

- 17-5.01 Provide an independent mechanically refrigerated HVAC system for the hotel laundry.

**SECTION 17 - LAUNDRY**

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- 17-5.02 Provide a water softener where water hardness is greater than 7 grains per gallon.
- 17-5.03 Provide area floor drains and a continuous trough drain with open grating at the washer/extractors.
- 17-5.04 Provide a soaking-laundry sink in laundry.
- 17-5.05 A portable wall mounted 10 lb. dry chemical fire extinguisher must be provided in the laundry area.
- 17-6.00 ELECTRICAL**
- 17-6.01 A minimum light level of eighty (80) foot-candles, measured at 36" above finished floor, must be provided in the laundry.
- 17-6.02 Laundry light may be motion detector switch for energy conversation.

## **SECTION 18 - HOUSEKEEPING**

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### **18-1.00 GENERAL**

18-1.01 Provide a housekeeping office as shown in prototype drawings.

### **18-2.00 DOORS, WINDOWS and HARDWARE**

18-2.01 Office located off service corridor to have a 3'-0" x 6'-8" door with view panel and lockset.

### **18-3.00 FINISHES**

#### **18-3.01 HOUSEKEEPING**

Floors - Vinyl composite tile

Base - 4" Vinyl base

Walls - Paint

Ceiling - Paint/ACT

### **18-4.00 FF&E (See Hilton Garden Inn FF&E specifications)**

### **18-5.00 MECHANICAL / PLUMBING**

18-5.01 Heating, ventilation and refrigerant air conditioning must be provided in the housekeeping office.

### **18-6.00 ELECTRICAL**

18-6.01 A minimum of fifty (50) foot candles of general lighting is required in the housekeeping office at the desk height.

18-6.02 A house phone is required.

## **SECTION 19 - ENGINEERING**

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### **19-1.00 GENERAL**

19-1.01 The engineering area must be a minimum of 150 square feet or one (1) square foot per guestroom, whichever is greater.

### **19-2.00 DOORS, WINDOWS and HARDWARE**

19-2.01 Entrance doors are to be minimum 3'-0" x 7'-0" with lockset.

### **19-3.00 FINISHES**

#### **19-3.01 ENGINEERING**

Floors - Concrete (steel troweled and sealed)

Base - 4" Vinyl base

Walls - Paint

Ceiling - Paint

### **19-4.00 FF&E**

19-4.01 Provide a work bench or table.

### **19-5.00 MECHANICAL / PLUMBING**

19-5.01 Heating, ventilation and air conditioning must be provided in the engineering area.

19-5.02 A wall mounted, portable, 10 lb. dry chemical fire extinguisher must be provided in the engineering area.

19-5.03 A service sink is recommended to be provided for this area.

### **19-6.00 ELECTRICAL**

19-6.01 A minimum of thirty (30) foot candles of general lighting is required measured at 36" A.F.F.

19-6.02 Provide a 240 v. outlet and a TV cable connection at work area.

19-6.03 A minimum of one duplex 220v convenience outlet must be provided on each wall.

19-6.04 Provide phone/data port.

## **SECTION 20 - GENERAL STORAGE**

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### **20-1.00 GENERAL**

20-1.01 General storage must be a minimum of 120 square feet or 1 square foot per guestroom (whichever is greater).

20-1.02 Provide area for locked storage.

20-1.03 Provide a lockable area for lost and found.

### **20-2.00 DOORS, WINDOWS and HARDWARE**

20.2.01 Electronic locksets are recommended at all linen storage rooms.

### **20-3.00 FINISHES**

#### **20-3.01 GENERAL STORAGE**

Floors - Vinyl composite tile

Base - 4" Vinyl base

Walls - Paint

Ceiling - Paint

### **20-4.00 MECHANICAL / PLUMBING**

20-4.01 Provide heating and ventilation in general storage.

### **20-5.00 ELECTRICAL**

20-5.01 A minimum of twenty (20) foot candles of general lighting is required in general storage measured approximately 36" A.F.F.

20-5.02 Provide a minimum of one duplex 120v convenience outlet on each wall.

**SECTION 21 – SERVICE CORRIDOR**

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**21-1.00 GENERAL**

21-1.01 Service corridors must be a minimum of 5'-0" wide.

**21-2.00 FINISHES**

21-2.01 SERVICE CORRIDOR

Floors - Vinyl composite tile

Base - 4" Vinyl base

Walls - Fiberglass reinforced plastic panel wainscot (48") and paint above.

Ceiling - Acoustical tile

**21-3.00 MECHANICAL / PLUMBING**

21-3.01 Provide heating and ventilation in service corridor.

**21-4.00 ELECTRICAL**

21-4.01 A minimum of twenty (20) foot candles of general lighting is required in service corridor measured 36" A.F.F.

21-4.02 Provide a minimum of one duplex 120v convenience outlet on each wall with spacing not to exceed 20 feet on center.

## **SECTION 22 – EXTERIOR RECEIVING AREA**

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### **22-1.00 GENERAL**

- 22-1.01 A receiving Area must be provided for food, laundry, housekeeping and maintenance supplies.
- 22-1.02 A receiving area must be designed to have a minimum of two (2) bays. One bay is to be used for service vehicles and the second for trash compactor/container.
- 22-1.03 Service bays must be a minimum 6" thick heavy duty concrete.
- 22-1.04 Receiving Area must be located for easy access for trucks and to minimize circulation conflict with public.
- 22-1.05 Screen receiving from public view with 8' high masonry wall finished to match building on exterior and painted on interior. Dense landscaping, earth berm, decorative fencing or other features must be used to screen view at wall.
- 22-1.06 Provide wash down capability at trash container area with adequate slope to a drain if required by code.

### **22-2.00 DOORS, WINDOWS and HARDWARE**

- 22-2.01 Provide a 4'-0" x 7'-0" hollow metal door, as a minimum, from Receiving Area into hotel. A pair of 3'-0" doors with wire glass vision panels and a vestibule is recommended.
- 22-2.02 Doors must be lockable with door closers and hold open feature.

### **22-3.00 FINISHES**

#### **22-3.01 RECEIVING AREA:**

- Floors - Concrete, steel troweled and sealed or better
- Base - N/A
- Walls - Epoxy Paint or better inside receiving enclosure. Exterior to match building.
- Ceiling - N/A

- 22-3.02 Concrete floor finish must be sealed to prevent staining.

### **22-4.00 MECHANICAL / PLUMBING**

- 22-4.01 Provide a frost-proof 1¼" yard hydrant in Receiving Area for area wash down.
- 22-4.02 Provide a drain at the rear of the Receiving Area to prevent liquid run off.

**SECTION 22 – EXTERIOR RECEIVING AREA**

---

**22-5.00 ELECTRICAL**

- 22-5.01 Receiving Area must be well illuminated with a minimum light level of thirty (30) foot-candles measured 48” above finished floor. Fixtures must be moisture resistant and protected from breakage.
- 22-5.02 Provide a waterproof GFCI 120v convenience outlet at Receiving Area.
- 22-5.03 Provide insect fan above Receiving Area entrance to building.

**SECTION 23 – TRASH COLLECTION AREA**

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- 23a. TRASH COMPACTOR / CONTAINER**
- 23b. REFRIGERATED TRASH ROOM**
- 23c. RECYCLABLE STORAGE ROOM**
- 23d. CAN WASH FACILITIES**

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**SECTION 23a – TRASH COMPACTOR/CONTAINER**

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**23a-1.00 GENERAL**

23a-1.01 The charging point of the trash compactor / container must be accessible directly from the receiving area.

23a-1.02 Trash removal costs are generally calculated by the frequency of removal, so that the largest practical trash container should always be used. A minimum 20-yard compactor is generally recommended.

23a-1.03 Trash chute within the hotel is not permitted.

23a-1.04 Insure that adequate clearance, both horizontal and vertical, has been provided for the removal of the trash container. Vertical clearance of 18 to 20 feet may commonly be required.

23a-1.05 Install the compactor on a concrete slab and pitch to trench drain.

23a-1.06 Verify selected compactor requirements are coordinated with design documents.

**23a-2.00 DOORS, WINDOWS, HARDWARE**

23a-2.01 Provide wood doors that close and secure on container area. Doors must remain close when not in use.

**23a-3.00 FF&E**

23a-3.01 Provision of a self-contained compactor/dumpster is preferred to the use of individual units. The compactor is generally leased.

**23a-4.00 MECHANICAL/PLUMBING**

23a-4.01 Locate a self-priming sanitary drain beneath the compactor. Position the drain near one edge of the compactor area so that it is accessible when the compactor is in place.

**23a-5.00 ELECTRICAL**

23a-5.01 If compactor is used, provide power as required for the specific unit selected.

23a-5.02 If compactor is used, operation must be controlled by a dead man switch.

**SECTION 23b – REFRIGERATED TRASH ROOM (OPTIONAL)**

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**23b-1.00 GENERAL**

23b-1.01 Provide a refrigerated trash room in locations where the scheduled trash pick ups and trash odors are a problem.

23b-1.02 The refrigerated trash room shall be conveniently accessible from the kitchen and to the receiving/loading dock area.

23b-1.03 Trash collection room must be enclosed with two-hour fire rated walls, floors, and ceiling.

**23b-2.00 DOORS, WINDOWS, HARDWARE**

23b-2.01 Provide a 3'-6" x 7'-0" hollow metal wide, 1½ hour rated door with automatic closer, kickplate, and lockset.

**23b-3.00 FINISHES**

23b-3.01 REFRIGERATED TRASH ROOM:

Floors - Exposed concrete, steel troweled and sealed.

Base - Quarry Tile

Walls - Epoxy paint

Ceiling - Epoxy paint

**23b-4.00 MECHANICAL/PLUMBING**

23b-4.01 Trash collection rooms must be refrigerated if used for storage of food product disposal; recommended 50°F or as otherwise required by the local Health Department.

23b-4.02 The room is required to be continuously mechanically exhausted.

23b-4.03 Wash down capabilities are to be provided with adequate floor drainage.

**23b-5.00 ELECTRICAL**

23b-5.01 Provide fluorescent ceiling light fixtures to ensure 50 foot-candles minimum illumination level at 36" A.F.F.

**SECTION 23c – RECYCLABLE STORAGE ROOM (OPTIONAL)**

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**23c-1.00 GENERAL**

23c-1.01 A recyclable storage room, if required by local jurisdiction, shall be provided in close proximity to loading dock/receiving area.

**23c-2.00 DOORS, WINDOWS, HARDWARE**

23c-2.01 Provide a 3'-6" wide door with automatic closer, kickplate, and lockset.

**23c-3.00 FINISHES**

23c-3.01 RECYCLABLE STORAGE ROOM:

Floor – Concrete, steel troweled and sealed or better.

Base – Quarry tile.

Walls – Epoxy paint or better.

Ceiling – Epoxy paint.

**23c-4.00 FF&E**

23c-4.01 Provide containers, baler, crusher, etc. as necessary to properly package recyclable storage for removal and dumping.

**23c-5.00 SPECIAL CONSTRUCTION**

23c-5.01 Room must be enclosed with two-hour fire rated walls, floor, and ceiling.

**23c-6.00 MECHANICAL/PLUMBING**

23c-6.01 The room is required to be continuously mechanically exhausted.

23c-6.02 Wash down capabilities must be provided with adequate floor drainage.

**23c-7.00 ELECTRICAL**

23c-7.01 Provide electrical outlets as required for fixtures and equipment.

23c-7.02 Recyclable storage room must be illuminated with a minimum of fifty (50) foot-candles measured 48" above finished floor.

## **SECTION 23d – CAN WASH FACILITIES**

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### **23d-1.00 GENERAL**

- 23d-1.01 The Can Wash area must be located on the same level as the receiving area adjacent to the compactor/dumpster.
- 23d-1.02 The Can Wash area must be conveniently accessible from the kitchen.
- 23d-1.03 Can Wash areas provided within other spaces must be surrounded on three sides by concrete or concrete block partition walls.
- 23d-1.04 Provide a six inch high poured concrete curb at the entrance to the area.
- 23d-1.05 Slope the entire floor of the can wash area to drain.
- 23d-1.06 Can Wash areas must comply with all applicable health ordinances and regulations.

### **23d-2.00 DOORS, WINDOWS, HARDWARE**

- 23d-2.01 For separate interior Can Wash rooms, a 3'-6" width (minimum) door shall be provided with automatic closer.

### **23d-3.00 FINISHES**

- 23d-3.01 CAN WASH:
- Floors - Exposed concrete, steel troweled and sealed.
  - Base - 4" concrete curb
  - Walls - Epoxy paint
  - Ceiling - Epoxy paint

### **23d-4.00 FF&E**

- 23d-4.01 Provide (optional) jet can washer.

### **23d-5.00 MECHANICAL/PLUMBING**

- 23d-5.01 Provide hot and cold hose bibbs, a hose rack and 10 feet of hose.
- 23d-5.02 Provide a floor drain within the enclosed end of the area.
- 23d-5.03 A minimum hot water temperature of 180°F is recommended.
- 23d-5.04 Provide sprinkler protection for can wash area as required by NFPA.

### **23d-6.00 ELECTRICAL**

- 23d-6.01 Provide one 120v., 20a. (ground fault protected) vapor proof receptacle at 48 inches above finished floor.

**SECTION 23d – CAN WASH FACILITIES**

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23d-6.02 Provide a minimum light level of thirty (30) foot-candles measured 48" above finished floor. Fixtures must be moisture resistant and protected from breakage.

## SECTION 24 - ELEVATORS

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### 24-1.00 GENERAL

24-1.01 An elevator study must be submitted on non-prototypical hotels. Elevator study must support a 42 second maximum wait time interval. Variables to be used for the study are 85% occupancy, 1.5 occupants per room in a two hour window. Refer to prototype drawings for typical layout of required elevators.

24-1.02 Public elevators must be located near the front desk/lobby area; one elevator must be capable of transporting a gurney.

24-1.03 All elevators (passenger and service) are required to have a minimum platform area of 38.5 square feet and a 3,000 pound capacity. Reference ADA for accessibility requirements.

24-1.04 Provide separate elevator service for the parking garage levels. Hotel public elevators must not provide direct access from parking garage levels to guestroom floors.

24-1.05 Two operating panels in each cab are recommended, one on each side of the door.

24-1.06 Elevator walls shall have handrails mounted 32" above the floor on back and two side walls.

24-1.07 Elevators must have the following minimum cab speeds:

<b>2-3 Stories</b>	<b>Type</b>	<b>Up</b>	<b>Down</b>
Minimum	Hydraulic	124 FPM	150 FPM
Recommended	Hydraulic	150 FPM	175 FPM
<b>4 Stories and above</b>	<b>Type</b>	<b>Up</b>	<b>Down</b>
Minimum	Hydraulic	150 FPM	175 FPM

24-1.08 Gearless systems should be considered for hotels from 4-12 floors.

### 24-2.00 DOORS, WINDOWS and HARDWARE

24-2.01 Minimum width of door opening must be 3'-6". Center opening doors are recommended on Passenger Elevators.

## SECTION 24 - ELEVATORS

---

### 24-3.00 FINISHES

#### 24-3.01 PASSENGER ELEVATOR:

- Floors - Decorative hard surface / carpet
- Base - Recessed plastic laminate / metal base
- Walls - Decorative panels or better
- Ceiling - Decorative
- Doors & Frames - Decorative (Muntz preferred)

#### 24-3.02 SERVICE ELEVATOR:

- Floors - Vinyl composite tile
- Base - Vinyl tile base
- Walls - Plastic laminate
- Ceiling - Baked enamel paint

### 24-4.00 FF&E

24-4.01 Passenger elevator floor is to be covered with carpet or hard surface decorative floor covering subject to approval of Hilton Hotels Corporation.

### 24-5.00 SPECIAL CONSTRUCTION (Graphics and Signs)

24-5.01 A sign stating, "**Do Not Use Elevator in Case of Fire, Use Stairs**" must be installed in prominent location on the wall beside the elevator entrance on each floor.

24-5.02 All control buttons must be designated with Braille and raised standard alphabet characters for letters, Arabic characters for numbers or standard symbols. Reference ADA for handicapped graphics required, including letter style, height, etc.

### 24-6.00 MECHANICAL / PLUMBING

24-6.01 Elevator cabs must be ventilated with a two speed exhaust fan and concealed vents at the base and ceiling of the cabs.

### 24-7.00 ELECTRICAL

24-7.01 A minimum of fifteen (15) foot candles of general lighting is required in elevators.

24-7.02 A recessed telephone cabinet with house phone or direct emergency call button is required in all elevators.

24-7.03 Each elevator control panel must be equipped with a "door open" button.

**SECTION 24 - ELEVATORS**

---

- 24-7.04 Call buttons must be available for each elevator bank.
- 24-7.05 The elevator call buttons must be mounted with the centerline at 42" above the floor. Elevator controls shall be mounted no more than 48" above the floor.
- 24-7.06 **An audible signal is required in each elevator lobby** indicating the arrival of an elevator cab, along with a directional graphic indicating the current travel path of each cab. Reference ADA for specific requirements.
- 24-7.07 Hall lantern fixtures must be mounted with the centerline of the fixture at least 72" above the floor.

## **SECTION 25 - EXIT STAIRS**

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### **25-1.00 GENERAL**

- 25-1.01 All stairs (interior and exterior) are to be designed to meet all applicable codes including ADA and NFPA 101.
- 25-1.02 Wood stairs are allowed if permitted by local building codes.
- 25-1.03 Railings for stairs must comply with applicable codes.
- 25-1.04 Every stair landing shall have a dimension, measured in the direction of travel, equal to the width of the stairway or greater.
- 25-1.05 All stair treads and risers must be solid type for the entire width of the stair.
- 25-1.06 A minimum of two fire/emergency exits must be provided for all floors. The distance of travel from the entrance of any room to the nearest exit shall not exceed 150'. Exits shall be located as remotely as possible from each other and provide optimum convenience to guests.

### **25-2.00 DOORS, WINDOWS and HARDWARE**

- 25-2.01 The door assembly to the stair enclosure shall have a fire protection rating of not less than one hour for buildings of less than three stories and two hours for buildings three or more stories.
- 25-2.02 All stair doors must be a minimum of 3'-0" wide.
- 25-2.03 All stairwell doors must include automatic door closers and must operate from both sides. At ground level, for security purposes, the exterior stairwell door must be operable (by panic hardware) from stair side only.
- 25-2.04 Door and frame to be "B" Label. If a wire reinforced glass vision panel is provided, it shall have a panel opening no greater than 100 sq. in.

### **25-3.00 FINISHES**

- 25-3.01 EXIT STAIRS:
- Treads - Exposed, hand troweled concrete with sealer / Carpet
  - Landings - Exposed, hand troweled concrete with sealer / Carpet
  - Base - Vinyl
  - Walls - Paint
  - Rails - Paint
  - Ceiling - Paint
- 25-3.02 A class "A" flame spread rating is required for all finishes.
- 25-3.03 Wood stairs must be carpeted.

**SECTION 25 - EXIT STAIRS**

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25-3.04 All stairs up to three floors must be carpeted.

**25-4.00 SPECIAL CONSTRUCTION (Graphics and Signs)**

25-4.01 All stairwells at all floor levels must be clearly identified with graphics inside stairwells at each landing. Refer to Hilton Garden Inn interior signage package for specifications. The corridor side of the stairwell door shall have at the bottom of the door the word "EXIT" mounted on the door or above the kick plate.

25-4.02 Stairwell doors must be equipped with a sign to read as follows: "This fire door must remain closed at all times."

**25-5.00 ELECTRICAL**

25-5.01 All stairwells must be illuminated with a minimum light level of twenty (20) foot-candles measured at the floor level.

25-5.02 All fire/emergency exit signs must be provided with a maintained secondary emergency power source other than the public utility.

25-5.03 All fire/emergency exits must be clearly marked with illuminated directional signs. Where exits are not visible, illuminated directional signs shall be provided to indicate the direction of egress.

## **SECTION 26 - MECHANICAL ROOM**

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### **26-1.00 GENERAL**

26-1.01 Slope concrete floor to drain.

### **26-2.00 DOORS, WINDOWS and HARDWARE**

26-2.01 Entrance doors are to be 3'-6" x 7'-0" hollow metal with lockset and door closer with hold open feature.

### **26-3.00 FINISHES**

26-3.01 MECHANICAL ROOM:

Floors - Concrete, steel troweled and sealed

Base - Vinyl base

Walls - Paint

Ceiling - Paint

### **26-4.00 MECHANICAL / PLUMBING**

26-4.01 Provide heating and fresh air ventilation in mechanical rooms.

### **26-5.00 ELECTRICAL**

26-5.01 A minimum of thirty (30) foot candles of general lighting is required in the mechanical room. Light bulbs shall have a protective sleeve or cover for safety.

26-5.02 Provide a minimum of one duplex 120-convenience outlet on each wall.

**SECTION 27 - ELECTRICAL ROOM**

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**27-1.00 GENERAL**

**27-2.00 DOORS, WINDOWS and HARDWARE**

27-2.01 Doors accessing all electrical rooms must be 3'-0" x 7'-0" hollow metal door be lockable with door closer.

**27-3.00 FINISHES**

27-3.01 ELECTRICAL ROOM

Floors - Concrete, steel troweled and sealed

Base - Vinyl

Walls - Paint

Ceiling - Paint

**27-4.00 MECHANICAL / PLUMBING**

27-4.01 Ventilation must be provided in electrical rooms.

**27-5.00 ELECTRICAL**

27-5.01 A minimum of thirty (30) foot candles of general lighting is required in the electrical rooms. Light bulbs shall have a protective sleeve or cover for safety.

## DOCUMENT OF DIFFERENTIATION

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### HILTON GARDEN INN

For simplicity, responsibilities are delineated only as Architect, Owner or General Contractor (GC).

- **Architect** is defined as all members of the design team...i.e. all consultants.
- **(H)** indicates part of Hilton's standardized interior design package.
- **Owner** is defined as any designated representative or agent.
- **General Contractor** is defined as the selected GMP builder and all associated subcontractors.

**This list is not meant to be comprehensive and is included only to serve as a guide**

ITEM DESCRIPTION	NOTES	DESIGN/ SELECT	FURNISHED BY	INSTALLED BY
<b>LAND</b>			Owner	
<b>DESIGN AND ENGINEERING</b>			Owner	
<b>PERMITS, LICENSES and FEES</b>				
Building permits	GC to apply & procure		Owner	
Impact fees			Owner	
Business licenses			Owner	
<b>CONSTRUCTION</b>				
<b>Exterior:</b>				
All exterior lighting and bulbs		Architect	GC	GC
Electronic locks at exterior entries		Owner	Owner	GC
Flag poles (if required)		Architect	GC	GC
Permanent planters		Architect	GC	GC
All landscaping and irrigation		Architect	GC	GC
All site work including special pavers		Architect	GC	GC
Outdoor pool/spa/all MEP equipment		Architect	GC	GC
Pool deck and fence		Architect	GC	GC
Lighting protection (if required)		Architect	GC	GC
<b>Interior: Public Areas</b>				
Wall, base, floor and ceiling finishes		H/Architect	GC	GC
Vinyl wall covering		H/Architect	Owner	GC
VWC prep and adhesive		Architect	GC	GC
Doors, frames and hardware		H/Architect	GC	GC
Carpet and pad		H/Architect	Owner	GC
Carpet/pad prep, adhesive and installation		Architect	Owner/GC	GC

## DOCUMENT OF DIFFERENTIATION

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ITEM DESCRIPTION	NOTES	DESIGN/ SELECT	FURNISHED BY	INSTALLED BY
All millwork		H/Architect	GC	GC
Permanent interior planters		Architect	GC	GC
Toilet room fixtures/trim/accessories		H/Architect	GC	GC
Janitor closet-all fixtures/utilities		Architect	GC	GC
Blocking for draperies		Architect	GC	GC
Built-in valance/drapery pockets		Architect	GC	GC
Meeting room operable partitions		Architect	GC	GC
Fabric for operable partitions		H/Architect	Owner	GC
All permanent ornamental metals		Architect	GC	GC
Functional lighting and bulbs		Architect	GC	GC
Decorative lighting and bulbs		H/Architect	Owner	GC
Indoor pool/spa/all MEP equipment		Architect	GC	GC
Exercise Room/lockers/bases/benches		Architect	GC	GC
<b>Interior: Guest Rooms And Corridors</b>				
Wall, base, floor and ceiling finishes		H/Architect	GC	GC
Vinyl wall covering		H/Architect	Owner	GC
VWC prep and adhesive		Architect	GC	GC
Doors, frames and hardware		H/Architect	GC	GC
Electronic locks		Owner	Owner	GC
Carpet and pad		H/Architect	Owner	GC
Carpet/pad prep, adhesive and installation		Architect	Owner/GC	GC
All millwork		Architect	GC	GC
Drapery blocking		Architect	GC	GC
Headboard, mirror, artwork blocking		Architect	GC	GC
Closet shelf and rod		H/Architect	Owner	GC
Toilet room fixtures/trim/accessories		H/Architect	GC	GC
Functional lighting		Architect	GC	GC
Decorative lighting		H/Architect	Owner	GC
Framed decorative mirrors		H/Owner	Owner	Owner
Guest room floor vending/ice machines		H/Owner	Owner	GC

## DOCUMENT OF DIFFERENTIATION

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ITEM DESCRIPTION	NOTES	DESIGN/ SELECT	FURNISHED BY	INSTALLED BY
Ice machine water and drain		Architect	GC	GC
Corridor vinyl corner guards		H/Architect	GC	GC
Hospitality Center		H/Architect	Owner	Owner/GC
Hospitality Center blocking		Architect	GC	GC
<b>Interior: Back Of House</b>				
Wall, base, floor and ceiling finishes		Architect	GC	GC
Vinyl wall covering		Architect	Owner	GC
VWC prep and adhesive		Architect	GC	GC
Corner guards/wainscot		Architect	GC	GC
Permanent wood storage shelves		Architect	GC	GC
Employee lockers/bases/benches		Architect	GC	GC
Toilet room fixtures/trim/accessories		Architect	GC	GC
Functional lighting		Architect	GC	GC
Built-in counters and cabinets		Architect	GC	GC
Laundry equipment and connections		Architect	Owner/GC	GC
Laundry ductwork and exhaust		Architect	GC	GC
Kitchen equipment and connections		Architect	GC	GC
Carpet and pad		H/Architect	Owner	GC
Safe deposit boxes		H/Architect	Owner	GC
<b>Interior: Systems</b>				
All A/V, sound and security systems		Architect	GC	GC
Wiring/cable/conduit for above		Architect	GC	GC
MATV cable/conduit/terminations		Architect	Owner/GC	GC
Telephone cable/conduit/boxes		Architect	GC	GC
Telephone terminations/system		Architect	GC	GC
Computer cable/conduit		H/Architect	GC	GC
Computer terminations/system/cable		H/Architect	Owner	Owner
Dimming system(s)		Architect	GC	GC
Emergency lighting (throughout)		Architect	GC	GC
All life safety systems - complete		Architect	GC	GC

**DOCUMENT OF DIFFERENTIATION**

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<b>ITEM DESCRIPTION</b>	<b>NOTES</b>	<b>DESIGN/ SELECT</b>	<b>FURNISHED BY</b>	<b>INSTALLED BY</b>
Fire extinguishers and cabinets		Architect	GC	GC
All M/E/P systems complete		Architect	GC	GC
Fire sprinkler system complete		Architect	GC	GC
Elevator interior finishes		H/Architect	GC	GC
Time clock		Owner	Owner	Owner
Time clock cable/conduit/boxes		Architect	GC	GC
Uninterrupted power supply		Architect	GC	GC
<b>FURNITURE, FIXTURES AND EQUIPMENT</b>				
<b>Exterior:</b>				
Flags		Owner	Owner	Owner
Misc. portable planters & plants		H/Architect	Owner	Owner
Exterior trash and ash containers		H/Architect	Owner	Owner
Landscape maintenance equipment		Owner	Owner	Owner
Vehicles, vans, etc.		Owner	Owner	Owner
Exterior pool and dining furniture		H/Architect	Owner	Owner
Entry mats		H/Architect	Owner	Owner
Dumpster		Owner	Owner	Owner
<b>Interior: Public Areas</b>				
Chalk and tack boards in meeting rooms		Architect	Owner	Owner
Portable projection screens		Architect	Owner	Owner
Built-in projection screens		Architect	GC	GC
Furniture/Televisions		H/Architect	Owner	Owner
Floor and table lamps		H/Architect	Owner	Owner
Interior plants/ash urns/trash receptacle		H/Architect	Owner	Owner
Decorative framed mirrors		H/Architect	Owner	Owner
Artwork, artifacts and interior graphics		H/Architect	Owner	Owner
All window treatment and hardware		H/Architect	Owner	Owner
Pay phones		Owner	Owner	Owner
Pay phone bank - boxes and cable		Architect	GC	GC

**DOCUMENT OF DIFFERENTIATION**

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ITEM DESCRIPTION	NOTES	DESIGN/ SELECT	FURNISHED BY	INSTALLED BY
Business center equipment		H/Owner	Owner	Owner
Health club - exercise equipment		H/Owner	Owner	Owner
Guest laundry equipment		H/Owner	Owner	Owner
Graphics and signage		H/Owner	Owner	Owner
Shades at pavilion		H/Architect	GC	GC
<b>Interior: Guest Rooms And Corridors</b>				
Furniture/Bedding/Bedspreads		H/Owner	Owner	Owner
Floor and table lamps		H/Owner	Owner	Owner
Interior plants		H/Owner	Owner	Owner
Decorative framed mirrors		H/Owner	Owner	Owner
Artwork, artifacts and interior graphics		H/Owner	Owner	Owner
All window treatment and hardware		H/Owner	Owner	Owner
TV/Radio/Coffee/Microwave/Refrigerator		H/Owner	Owner	Owner
Hair dryers		H/Owner	Owner	Owner
Irons and ironing boards		H/Owner	Owner	Owner
Guestroom accessories/amenities		H/Owner	Owner	Owner
<b>Interior: Back Of House</b>				
Luggage carts, dollies, etc.		H/Owner	Owner	Owner
Maintenance department equipment		Owner	Owner	Owner
Housekeeping department equipment		Owner	Owner	Owner
Linen carts, vacuums, etc.		Owner	Owner	Owner
First aid cabinet and supplies		Owner	Owner	Owner
Kitchen - cooking utensils, etc.		Owner	Owner	Owner
Storage containers		Owner	Owner	Owner
Furniture and files		Owner	Owner	Owner
Administrative office equipment and supplies		Owner	Owner	Owner
Freestanding safe		Owner	Owner	Owner
Break room refrigerator		Owner	Owner	Owner

**DOCUMENT OF DIFFERENTIATION**

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ITEM DESCRIPTION	NOTES	DESIGN/ SELECT	FURNISHED BY	INSTALLED BY
<b>Interior: Systems</b>				
Telephone switch and instruments		Owner	Owner	Owner
Computer hardware and software		H/Owner	Owner	Owner
Point of sale system		Owner	Owner	Owner
OCV		Owner	Owner	Owner
Conduit for above		Architect	GC	GC
<b>EXTERIOR SIGNS</b>				
Building - mounted signs		Owner	Owner	Owner
Ground - mounted signs		Owner	Owner	Owner
Electrical wiring/conduit/connection		Architect	GC	GC
<b>OPERATING EQUIPMENT</b>				
China/Glass/Linen/Silver/Uniforms		Owner	Owner	Owner
<b>INVENTORIES</b>				
		Owner	Owner	Owner
<b>PRE-OPENING EXPENSES</b>				
			Owner	
<b>WORKING CAPITAL</b>				
			Owner	
<b>PROJECT MANAGEMENT</b>				
			Owner	
<b>INSURANCE &amp; BONDS</b>				
			GC	
<b>FINANCIAL, TAXES AND LEGAL</b>				
			Owner	
<b>CONTINGENCY</b>				
			Owner	